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Subj: EDUCATION SERVICES OFFICER (ESO) PROCEDURES, VOLUME III

1. PURPOSE. This instruction establishes procedures for the administration of the USCG Voluntary Education Program. It provides guidance on the ESO's duties and responsibilities in maintaining an effective voluntary education program that enhances the professional growth and development of all members of team Coast Guard.
2. ACTION. The procedures and requirements set forth in this manual provide the basic foundation for establishing a voluntary education program. All units should ensure that the individual appointed as the ESO is provided with a copy of this publication.
3. DIRECTIVES. This publication supersedes CGI Instruction P1550.1.
4. CHANGES. Major program changes implemented since publication of the last instruction are noted in bold type. Chapter 8 is all new information pertaining to partnership institutions that are providing distance learning courses. Updated information will be provided periodically as page changes when appropriate. Recipients are encouraged to file this instruction in a binder to facilitate easy update.
5. FORMS. All forms referenced in this instruction may be reproduced locally. Additionally, most of the forms are also available on our homepage at www.uscg.mil/hq/cgi.
6. COMMENTS. The ability to continue one's education while in the USCG is more important today than ever before. The level of commitment of the ESO can effectively make or break the unit's education program. A dedicated ESO can instill motivation in those seeking to continue their professional growth and development. The unit's level of support of the ESO will have a direct effect on the availability of education programs for members. Your support and comments are appreciated. Comments may be submitted by E-mail via the Institute homepage or by routine correspondence.

KEVIN B WILSON

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ESO Duties and Responsibilities for Voluntary Education Programs

Introduction

The ESO is a key player in providing resources and assisting members in making decisions that will affect the rest of their lives. Few other USCG positions hold such responsibility. Providing members the opportunity to continue their education essentially provides the ladder for which they may progress throughout their career.

The level of commitment of the ESO can effectively make or break the unit's education program. A dedicated ESO can instill motivation in those seeking assistance. On the other hand, an ESO who does not understand how important continuing education opportunities are to members may serve to stifle any motivation exhibited by those in the unit.

ESO Location

The ESO office should be located in an area well known to all members. If the ESO is away from the office frequently, an assistant ESO should be appointed.

Responsibility

It is the ESO's responsibility to provide opportunities for all Coast Guard members to continue their professional growth and development.

Duties

As a **minimum** ESOs should:

- * Assist members with college enrollment.
 - Maintain current literature on college programs available locally
 - Ensure members and dependents receive in-state tuition if applicable
 - Ensure institution is properly accredited.
 - * Counsel members about non-traditional education programs.
 - Credit for military learning experiences
 - College Credit Examinations
-

Continued on next page

ESO Duties and Responsibilities for Voluntary Education Programs (Cont'd)

- * Assist members in completing the Tuition Assistance form.
 - * Work with colleges and universities to resolve any difficulties with TA.
 - * Assist members in locating scholarships or loans.
 - * Help members document their military learning experiences.
 - * Explain the CGI Assessment and Degree Plan.
 - * Assist members in enrolling in college video and audio courses through the Student Guide to Success (part IV of this publication).
 - * Administer or arrange for the administration of all DANTES sponsored examinations.
 - * Be cognizant of high school completion programs and/or the GED examination.
 - * Assist members in activating their GI Bill Benefits
 - * Conduct briefings or other forms of outreach to ensure all members are aware of the educational opportunities available.
 - * Develop effective partnerships with Career Development Advisor (CDA), colleges and universities, Coast Guard Institute, other organizations impacting on the delivery of educational programs to your command.
 - * **Become familiar with the contents of this Publication.**
-

Matrix of Institute Services

Description of Services Offered	Active Duty	Reserves 1	Spouses 2	Civilians 3	Cost if Indicated	Availability or Form No
USCG Correspondence Courses^	X	X	NA	NA	None	CGI 2100
Tuition Assistance	X	X	N/A	X	25 % of course cost	CG 4147
Military Education Evaluation Assessment	X	X	X	X	None	CGI 1560/04e
Degree Plans	X	X	X	X	None	CGI 1560/04e
Registered USCG Military Transcript	X	X	X	X	None	CGI 1560/09
External Degree Program Enrollment Service	X	X	X	X	None	Varies
College Courses (Multi-Media)	X	X	x	x	*	CGI 1560/03c
College Level Exam Program (Gen and Subject)	X	X	X	X	None	DANTES Test Centers**
DANTES Subject Standardized Tests	X	X	X	X	None	DANTES Test Centers**
Regents College Exams	X	X	X	X	\$60-225 #	DANTES Test Centers**
Admissions Exams (GRE, GMAT, SAT, ACT)	X	X	\$\$	\$\$	\$96, \$150,\$38,\$21 respectively #	DANTES Test Centers**
Certification Examinations (ASE, ICCP, etc)	\$\$	\$\$	\$\$	\$\$	\$60-\$500 #	DANTES Test Centers**

1 = Information pertains to drilling reserves. Active reservists are eligible for the same programs as active duty personnel.

2 = Information pertains to spouses of active duty personnel and active and drilling reservists.

3 = Information pertains to USCG civilian employees (GS and WG). NAFA employees are not eligible.

X= free of charge

\$\$ - member pays fee

* Member must pay for textbook and study guide.

**Spouses and civilian employees may only test free of charge at USCG DANTES Test Centers or National Test Centers.

Costs are subject to change and are provided for general information only.

NA = Not available

EDUCATION RELATED WEBSITES

Accreditation	http://www.ed.gov/offices/ope/students/accred.html
ACT	http://www.act.org
Adult Education	http://www.arragon.com
Career Development	http://www.uscg.mil/hq/g-w/g-wt/g-wtl/cis/cishome.htm Advisors
Charter Oak State College	http://www.cosc.edu
CLEP Examinations	clep/html/indx001.html http://cbweb1.collegeboard.org/
Coast Guard Enlisted Ed Programs	http://www.uscg.mil/hq/mcpocg/1trng/trng.htm
Coast Guard Institute	http://www.uscg.mil/hq/cgi
College Locator/Ranking Guide	http://www.usnews.com/usnews/edu/college/cosearch.htm
College Search Services	http://www.collegequest.com http://www.collegeview.com/collegesearch/ http://businessmajors.about.com/education http://www.geteducated.com
*DANTES Catalog of Nationally Accredited Distance Learning Programs	http://voled.doded.mil/dantes/dl/dcnadlp2000/begin.htm
DANTES Examinations	http://voled.doded.mil/dantes/exam/dsst/index.htm
DANTES External Degree Programs	http://voled.doded.mil/dantes/dl
Distance Learning	http://www.about.com http://voled.doded.mil/dantes/dl http://www.petersons.com/dlearn/dlsector.html

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EDUCATION RELATED

WEBSITES (Con't)

ARNGI partnership schools	http://216.227.44.25/arngi/distpage.htm
DOD Job Search	http://dod.jobsearch.org
External Degree Programs	http://voled.doded.mil/dantes/dl
Graduate Management Admission	http://www.gmat.org
Graduate Record Exam:	http://www.gre.org
Math Study Guide	http://www.webmath.com
Operation Transition	http://www.dmdc.osd.mil/ot
Excelsior College	http://www.regents.edu/007.htm
Excelsior College Examinations	http://www.regents.edu/099.htm
Praxis	http://www.ets.org/praxis
SAT	http://www.collegeboard.org
Scholarships, Grants, Loans	http://www.scholaraid.com
Servicemembers Opportunity Colleges	http://www.soc.aascu.org/
Student Guide to Success	<hr/>
Thomas Edison State College	http://www.tesc.edu
University of Phoenix	http://www.uophx.edu/uop/gettokno.htm
VA – MGIB	http://www.va.gov/education/c30pam.htm#are

Recommended Materials for USCG Education Offices

USCG Materials

ESO Procedures, Volumes I, Nonresident Training
Volume II, List of Correspondence Courses
Volume III, Voluntary Education Programs

Volume IV, College Video and Audio Courses

Educational Assessment Worksheet, CGI Form 1560/04e
Update to Educational Assessment, CGI 1560/08a
USCG Transcript Request Form, CGI 1560/09
USCG Institute School Code List

DANTES Materials*.....Stock No

CLEP Sample Tests.....	1000
Fact Sheets for DSSTs.....	DANTES homepage or ETS*
Study Guides for Excelsior College Exams.....	Excelsior homepage *
Calendar of National Certification Programs (booklet).....	1101
Calendar of National Testing Programs.....	1223
Be A Certified Professional (brochure)	1148
Tips on Taking Tests (brochure).....	1210
DANTES Examination Programs (brochure).....	1218
Preparing for Tests (brochure).....	1231
GED – Key to the Future (brochure).....	1240
Organizing a Study Group (pamphlet).....	2001
ACE Guide (set of books).....	2101
ACE Guide Update (book).....	2102
Where Credit is Due (brochure).....	2103
SOC Guide.....	2109
SOC Brochure	2112
DANTES Independent Study Catalog.....	2301
DANTES Catalog of External Degree Programs.....	2304
DANTES Distance Learning Enrollment Form - Servicemembers.....	2309
DANTES Catalog of Nationally Accredited Distance Learning Programs.....	2329
DANTES Catalog of Materials (book).....	4300#
DANTES Material Request Form.....	4301#

*See the appropriate chapter of this publication for information on ordering.

These are the first DANTES items to order. Send memo to DANTES. See Chapter on DANTES for additional information.

Continued on next page

Recommended Materials for USCG Education Offices (Cont'd)

Catalogs from Local Colleges and Universities
University of Phoenix Handbook
Excelsior College Catalogs
Excelsior College Counselor Handbook
Charter Oak Catalog
Thomas Edison Catalog

Commonly Used Acronyms

AA.....	Associate of Arts Degree
AS.....	Associate of Science Degree
ACE.....	American Council on Education
ACT.....	American College Testing
AASRT.....	Associate in Applied Science in Radiologic Technology
ASAST.....	Associate in Science in Applied Science and Technology
ASE.....	Automotive Service Excellence
ASNSM.....	Associate in Science in Natural Science and Mathematics
ASPSS.....	Associate in Science in Public and Social Services
ASM.....	Associate in Science in Management
ASVAB.....	Armed Services Vocational Aptitude Battery
ATCO.....	Alternate Test Control Officer
BA.....	Bachelor of Arts Degree
BS.....	Bachelor of Science Degree
BSAST.....	Bachelor of Science in Applied Science and Technology
BSBA.....	Bachelor of Science in Business Administration
BSHS.....	Bachelor of Science in Human Services
BSN.....	Bachelor of Science in Nursing
CDA.....	Career Development Advisor
CGI.....	Coast Guard Institute
CLEP.....	College Level Examination Program
CONUS.....	Contiguous United States
CORPA.....	Council on Recognition of Postsecondary Accreditation
DANTES.....	Defense Activity for Non-Traditional Education Support
DOD.....	Department of Defense
DoEd.....	Department of Education
DSST.....	DANTES Subject Standardized Tests
EOCT.....	End-of-Course Test
ESO.....	Educational Services Officer
ETS.....	Estimated Termination of Service (Exp. Of Enlistment)
ETS.....	Educational Testing Service
GE.....	General Exam
GED.....	General Education Development (High School Equiv. Exam)
GMAT.....	Graduate Management Admission Test
GRE.....	Graduate Record Exam
JVIA.....	Joint Visual Information Activity
LSAT.....	Law School Admissions Test
METEC.....	Military Experience & Training Evaluation Consultant Computer Program
MGIB.....	CH 30, USC 38, Montgomery GI Bill
MORE.....	Minority Officer Recruiting Effort

Continued on next page

Commonly Used Acronyms (Cont'd)

NREMT.....	National Registry/Emergency Medical Technician
OAR.....	Officer Aptitude Rating Exam
PCS.....	Permanent Change of Station (Transfer)
PPEP.....	Pre-Commissioning Program for Enlisted Personnel
PRAXIS.....	National Teachers Examinations
SAT.....	Scholastic Aptitude Test
SE.....	Subject Exam
SOC.....	Servicemembers Opportunity College
TA.....	Tuition Assistance
TAD.....	Temporary Additional Duty
TCO.....	Test Control Officer
VA.....	Veterans Administration
VEAP.....	Veterans Education Assistance Program

Chapter 1

Accreditation

Reference

Accredited Institutions of Postsecondary Education Programs by the American Council on Education.

Definition

Accreditation is a nongovernmental process that gives public recognition to institutions that meet certain published standards of academic and administrative quality.

Accreditation helps assure the public about the quality of the institution. To become accredited, each institution has made an intensive study of its own operations, opened its doors to a thorough inspection by an independent examining committee, supplied all information required by the Accrediting Commission, and submitted its instructional materials for a thorough review by competent subject-matter specialists. The process is repeated periodically and assures the institution meets established standards. Accreditation signifies that each school:

- has an academically sound program of study
 - has adequate facilities and equipment
 - follows approved recruitment and admissions policies
 - has a competent faculty
 - offers up-to-date courses
 - carefully screens students for admission
 - has demonstrated ample student success and satisfaction
 - advertises its courses truthfully
 - provides satisfactory educational services and is financially able to continue to do so.
-

Scope

Accrediting agencies are recognized by the U.S. Department of Education to accredit on-campus and distance learning programs found at the high school, associate, baccalaureate, masters and doctorate level.

Continued on next page

Accreditation, Continued

Credit Transfer

There is no accreditation that guarantees acceptance and transferability of courses between different schools. When the course content is appropriate, courses taken through **regionally accredited institutions will be best recognized** by other regionally accredited schools. The majority (over 4,500) of institutions in the US are regionally accredited.

Types

1. National
2. Regional
3. Professional

There are three types of accreditation:

When selecting an academic institution, ensure proper accreditation by referring to the following list. Following is a list of all the recognized accrediting bodies in the US. If an institution is not accredited by one of these bodies, the course would not be eligible for tuition assistance.

National Institutional Accrediting Bodies

Accrediting Association of Bible Colleges
Accrediting Bureau of Health Education Schools
Accrediting Commission for Career Schools/Colleges of Technology
Accrediting Council for Independent Colleges and Schools
Association of Advanced Rabbinical and Talmudic Schools
The Association of Theological Schools in the United States and Canada
Council on Occupational Education
Distance Education and Training Council

Regional Institutional Accrediting Bodies (Courses from these schools have greater transferability.)

Middle States Association of Colleges and Schools
New England Association of Schools and Colleges
 Commission on Institutions of Higher Education
 Commission on Technical and Career Institutions
North Central Association of Colleges and Schools
The Northwest Association of Schools and Colleges
Southern Association of Colleges and Schools
Western Association of Schools and Colleges
 Accrediting Commission for Community and Junior Colleges
 Accrediting Commission for Senior Colleges and Universities

Continued on next page

Accreditation, Continued

Professional Accrediting Bodies. (Schools usually hold regional accreditation in addition to professional accreditation.)

Accreditation Board for Engineering and Technology, Inc.
Engineering Accreditation Commission
Technology Accreditation Commission
Accreditation Commission for Acupuncture and Oriental Medicine
Accrediting Bureau of Health Education Schools
Accrediting Commission on Education for Health Service Administration
Accrediting Council on Education in Journalism and Mass Communications
American Association for Marriage and Family Therapy
American Association of Family and Consumer Sciences
American Bar Association
American Board of Funeral Service Education
American Council for Construction Education
American Culinary Federation Education Institute
American Dental Association
The American Dietetic Association
American Library Association
American Medical Association/Association of Medical Colleges
American Occupational Therapy Association
American Optometric Association
American Osteopathic Association
American Physical Therapy Association
American Podiatric Medical Association
American Psychological Association
American Society of Landscape Architects
American Speech-Language-Hearing Association
American Veterinary Medical Association
Association of American Law Schools
Association of American Medical Colleges
Commission on Accreditation of Allied Health Education Programs
Computing Sciences Accreditation Board
Council for Accreditation of Counseling and Related Educational Programs
Council on Accreditation of Nurse Anesthesia Educational Programs
The Council on Chiropractic Education
Council on Rehabilitation Education
Council on Social Work Education

Continued on next page

Accreditation, Continued

Foundation for Interior Design Education Research
National Association of Schools of Public Affairs and Administration
National Council for Accreditation of Teacher Education
National League for Nursing
National Recreation and Park Association
Planning Accreditation Board
Society of American Foresters

Tuition Assistance

Colleges and universities must be recognized by one of the accrediting commissions listed above to be eligible for tuition assistance.

To confirm accreditation status of a college, ESOs are encouraged to talk with the registrar or dean of admissions at the institution.

Chapter 2

DANTES

Introduction

The Defense Activity for Non-Traditional Education Support (DANTES) is a DOD Education Support Activity. As such, DANTES establishes programs which are implemented through the Military Services education programs.

Services

Many of the programs and services available through DANTES are available to Coast Guard units and members. Some of the programs are available at no charge, the Coast Guard funds some of the programs, and others are not available due to funding constraints. Chapter 3 contains a section on each DANTES sponsored examination and contains information on administration of each program.

Testing

The most popular program administered by DANTES is the Testing Program. It is through this program that Coast Guard members may take the college credit examinations and the college admission examinations. For additional information on the Testing Programs see Chapter 3.

The DANTES Testing Program has operated successfully for a number of years and has gained the trust and respect of the managers of the national testing programs. Therefore, DANTES TCOs have access to numerous academic tests for administration. Thus, any one desiring to administer the DANTES sponsored examinations must complete a fairly rigorous training program. Authority must first be granted to establish a testing center that meets all the DANTES requirements, and then qualified individuals must be appointed, trained, and approved.

DANTES Test Control Officer (TCO)

DANTES TCOs must undergo a training program and pass an examination before DANTES acknowledges their appointment as TCO and advises the testing agencies to honor requests for tests.

Training can be accomplished two ways:

by attending the DANTES TCO workshop held in Pensacola, FL and at various regional locations, or

by viewing the video, "Security Is Your Responsibility."

Continued on next page

DANTES, Continued

All prospective TCOs are encouraged to attend the workshop as it provides the best overall training. If the TCO candidate attends the workshop, the required exam (Examination for DANTES Testing Personnel) will be given at that time.

All other candidates will take the open book exam on their own. Both the exam (graded at the Institute when received with the appointment letter) and appointment letter are sent to DANTES via the Coast Guard Institute. A sample appointment letter is provided in the DANTES Examination Program Handbook (*DEPH*).

Establishing a DANTES Test Center

The desire to establish a center is a strong beginning, but setting up a successful test center requires commitment from the unit's commanding officer, the unit itself, and the future DANTES Test Control Officer (TCO). It is not a project to enter into lightly for it takes thoroughness, concentrated effort, knowledge, and dedication on the part of the TCO to make the program run smoothly.

There are several reasons to establish a DANTES Test Center. These issues need to be addressed when the unit submits an appointment letter.

1. High level of interest by unit personnel
2. A geographic location that makes traveling to other DANTES Test Centers inconvenient to service members, or
3. Lack of accessibility to an established test center.

Active duty Coast Guard members and reservists may test at any DANTES Test Center. Coast Guard spouses and civilians are not authorized to test at active duty DOD test centers. They may test at Coast Guard test centers, air/army national guard centers, and reserve centers only.

Effective 1 Oct 00, Coast Guard personnel (including spouses and civilians) may elect to test at national test centers when taking the CLEP, DSST, or Excelsior exams. See the next chapter for instructions.

Continued on next page

DANTES, Continued

Besides being trained, the TCO must meet other requirements:

1. Have a baccalaureate degree from an accredited college recognized by the U.S. Dept of Education (This requirement may be waived by the Service headquarters (Coast Guard Institute)).
2. Be either a noncommissioned officer (E-6 and above), a commissioned officer, a warrant officer, or a federal civil service employee.
3. Reflect authority to serve in the official position.

In addition to the TCO, it is recommended that the unit have an Alternate Test Control Officer (ATCO) to assist the TCO or to administer tests in the TCO's absence. The ATCO must undergo the same requirements as the TCO. Some high volume units may also have a proctor or examiner to assist with the demands of the job.

Features of DANTES Test Centers

DANTES requires a testing room that includes the following features:

- 1) good lighting
- 2) ventilated and quiet
- 3) adequate seating space between participants
- 4) used only for testing at the time of testing, and
- 5) adequate seating.

In addition to the testing room, the test center must have a security container in which to store the testing materials. A metal file cabinet equipped with a steel lock bar and service/approved, three combination, dial padlock, a metal file cabinet equipped with a built-in combination lock, or an upright safe or vault are generally acceptable.

Resources

The primary resource for the TCO is the *DANTES Test Examination Program Handbook (DEPH)*. The *DEPH* provides sample letters for establishing a DANTES Test Center. It also details each requirement for the TCO. It describes the many DANTES programs and provides vital information about each.

A copy of the *DEPH* can be obtained by contacting DANTES (Code 30c) at (850) 452-1063.

Continued on next page

DANTES, Continued

Locating the Nearest DANTES Test Center

There are a couple of ways to locate the nearest DANTES Test Center.

1. Order the *Directory of DANTES Test Centers*, stock number 1260,
 2. Check out the web site at: **www.voled.doded.mil** or use the link
on the Institute homepage.
-

Reference

Throughout this publication, the reader is referred to the DANTES **Materials** Chapter for information on ordering materials.

The main publications needed are:

DANTES Catalog of Materials, stock number 4300, and
The DANTES Material Request Form (stock number 4301)

To obtain these publications call DANTES at 850-452-1082, or write DANTES (Code 30J), 6490 Saufley Field Road, Pensacola, FL 32509-5243.

Establish a DANTES Account

To establish an account, complete the reverse side of *The DANTES Material Request Form* by providing your mailing address, name and title. Use the title of ESO when establishing your account and do not include your name in the official mailing address.

DANTES will assign an identification (ID) number to your command. This four number is required on all future orders.

Continued on next page

DANTES, Continued

Ordering Materials

To order the desired items, enter the four digit stock number on the order form. Use a number two pencil and grid in the corresponding circle.

Some of the reference publications are not available to Coast Guard because funding is not available. These publications are noted at the back of the *Catalog of Materials* (page 38 of the 1998 *Catalog of Materials*). Additionally, pay attention to the block “Intended Users”. In cases where distribution is restricted to certain target audiences, an appropriate entry will be noted in this area.

For a list of recommended reference materials, see the foreward, page ix “Recommended Materials for Coast Guard Education Offices.”

Some publications are also available on-line at:
<http://voled.doded.mil/dantes/distctr/index.htm>

Chapter 3

Examinations

Reference

DANTES Examination Program Handbook

Types

There are several examination programs available to USCG personnel free of charge.

Purpose	Examination Programs
High School	General Educational Development (GED) Test
College Admissions Undergraduate	Scholastic Aptitude Test (SAT) American College Testing (ACT) Assessment Test
Graduate Admissions	Graduate Record Examinations (GRE) Graduate Management Admissions Test (GMAT) National Teachers Examination (PRAXIS)
College Credit	College Level Examinations (General & Subject) DANTES Subject Standardized Tests (DSSTs) Excelsior College Examination Program (ECEP)
Guidance Tests	Strong Interest Inventory Career Planning Program Holland's Self-Directed Search Career Assessment Inventory Kuder Occupational Interest Survey Campbell Interest and Skill Survey Academic Skills Assessment Test (TABE)
Certification	Over 30 different exams available. For more information, see the section on Certification.

High School Examination

GED Tests

The GED tests are equivalency tests designed to measure the high school level of military personnel who are non-high school graduates.

Background

The GED Testing Program was developed in 1942 by the United States Armed Forces Institute (USAFI).

Since 1974, the GED Testing Program has been available at no cost to military personnel at authorized DANTES Test Centers in most states. There are five states that do not allow DANTES Test Centers to administer the GED Tests. These states are:

1. Alabama
 2. Colorado
 3. Kansas
 4. Missouri, and
 5. North Carolina
-

Administration

Tests can only be administered at DANTES Testing Centers except in the five states noted above. There is no charge for the GED when administered at DANTES Test Centers. In the states listed above, most will provide the test at little or no cost to the examinee.

Information

See the Chapter on DANTES for information on GED Test Preparation materials and to locate the nearest DANTES Testing Center. In the five states listed above, contact the State Department of Education for testing information.

Admissions Examinations

Undergraduate SAT – Scholastic Aptitude Test
ACT – American College Testing Assessment Program

Introduction Some colleges require students to demonstrate their ability to complete college level work by taking one of the admissions exams. Colleges usually prefer one exam over the other and will list the required exam in their school catalog.

Most colleges do not require military personnel to take an entrance exam.

Administration Examinations are provided free of charge to active duty and reserve personnel when testing through a DANTES Testing Center as follows:

Member may test **free** on **either** the SAT and ACT but not both - unless:

Step	Action
1	The member is applying to more than one school or program and both the SAT and ACT are required for admission.
2	The member is transferring to another institution and the alternate admission test is required.
3	All other circumstances require DANTES approval.

Information . See the Chapter on DANTES for information on locating the nearest DANTES Testing Center. Study guides and additional information is available from the DANTES Test Center.

Web site is:

ACT	http://www.act.org
SAT	http://www.collegeboard.org

Graduate Admissions Examinations

Introduction

The examinations most frequently required for admission to graduate programs are:

- The Graduate Record Examinations (GRE)
 - The Graduate Management Admissions Test (GMAT)
 - National Teachers Examination (PRAXIS)
-

Graduate Record Examinations (GRE)

Introduction

Effective 1 October 1999 for DANTES Test Centers, the GRE program was divided into two separately administered programs: The GRE General Computer-Based Test (GRE-CBT) and the GRE Subject Examinations.

GRE General CBT

Description

The GRE General Test measures developed skills acquired over a long period of time and not directly related to any specific field of study. The test is a 3-½ hour test.

Continued on next page

Graduate Record Examinations (GRE), Continued

Administration

The USCG participates in the DANTES Testing Program and provides funding to DANTES to pay for the GREs for **Coast Guard members and Coast Guard reservists**. Only one administration of the GRE General and one administration of the GRE Subject is funded per member's lifetime. The GRE General CBT is available every month at test centers around the world.

Registration

The GRE General Exam was computerized as of 1 OCT 99. **There are two registration/scheduling options for those testing in the U.S., American Samoa, Guam, U.S. Virgin Islands, Puerto Rico, and Canada.**

By Phone (preferred method)	By Mail
<p>Call 1-800-GRE-CALL (1-800-473-32550).</p> <p>Schedule the exam, and charge the registration fee to VISA, MasterCard, or American Express.</p> <ul style="list-style-type: none">•Allows for quickest examination scheduling.•Speeds reimbursement process to examinees.	<p>Check or money order payable to ETS GRE /CBT accompanied by "GRE Computer Based Testing Program Authorization Voucher Request Form." This form may be found in the <i>GRE Information and Registration Bulletin</i> available at http://www.gre.org. Mail the form and check (or money order) to:</p> <p>GRE Educational Testing Service PO Box 6103 Princeton, NJ 08541-6103</p> <p>In 2-4 weeks the examinee will receive the voucher and may then call 1-800-GRE-CALL to schedule an appointment.</p>

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Graduate Record Examinations (GRE), Continued

Fees	The testing fee is \$99 for the GRE General and \$130 for the GRE Subject Exams. Fees are subject to change. Examinees forfeit their entire test fee if they fail to appear for testing at the appointed time and date, or fail to reschedule, or cancel at least 7 days prior to the scheduled test date.
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Cancellation	An additional fee of \$40 is charged to reschedule the test. This fee is also subject to change. Examinees <u>must</u> contact the GRE Registration Center NO LATER THAN NOON AT LEAST 7 BUSINESS DAYS prior to the scheduled appointment if rescheduling is desired. The rescheduling fee is not reimbursable.
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No-Show	Examinees <u>forfeit the entire test fee</u> if they fail to: <ul style="list-style-type: none">• Reschedule or cancel AT LEAST 7 DAYS prior to their scheduled appointment.• Appear for testing at the appointed time and date.
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Graduate Record Examinations (GRE), Continued

REIMBURSEMENT PROCEDURES

Step	Action
1	Determine eligibility for reimbursement. <ul style="list-style-type: none">• Possess a current "Armed Forces of the United States" identification card.• Have never taken a DANTES-funded GRE General paper-and-pencil OR the GRE General CBT examination.• Applying to or enrolled in a graduate school requiring the GRE General, or• Fulfilling a legitimate Service requirement.
2	Schedule and take the GRE General CBT examination.
3	Contact the DANTES Test Center after receiving the official GRE General CBT Score Report (approximately 2 weeks after testing).
4	Fill out the DANTES GRE General/GMAT Reimbursement Form. Ensure the DANTES TCO completes and signs the form.
5	Submit the completed form, with a legible copy of the official GRE General CBT Score Report, to: ETS/CGI PO Box 6604 Princeton, NJ 08541-6604.

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Graduate Record Examinations (GRE), Continued

Reimbursement Method

Reimbursement occurs in one of two methods depending on how the registration fee was initially paid:

IF BY	THEN
Credit Card	ETS/CGI credits the examinee's credit card account. (Allow two monthly billing cycles for the credit to appear.)
Check or Money Order	ETS/CGI sends the examinee a reimbursement check approximately 8 weeks after receipt of the reimbursement request.

GRE SUBJECT EXAMS

Description:

The GRE Subject Tests measure achievement in specific fields of study (knowledge in either an undergraduate major or an extensive background in the specific subject) and mastery of the concepts, principles, and knowledge basic to success in specific fields.

The Subject Tests are timed (2 hours and 50 minutes) and are available in the following areas.

- **Biochemistry, Cell, & Molecular Biology**
 - Biology
 - Chemistry
 - Computer Science
 - Economics
 - Engineering
 - Geology
 - Literature in English
 - Mathematics
 - Physics
 - Psychology
-

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Graduate Record Examinations (GRE), Continued

GRE Subject Examinations are being phased out and will not be computerized. These exams will continue to be administered through DANTES. As the exams are withdrawn they will not be replaced. The GRE Subject exams are only administered on specific dates (**usually only 3 times per year**). DANTES distributes a “Calendar of National Testing Dates” that contains the test dates for the current year. To order the calendar, see the Chapter on DANTES.

College Credit

Some colleges award credit for the GRE Subject Examinations. Excelsior College and Charter Oak State College both award credit depending on the score obtained.

Information

The DANTES Test Control Officer can provide basic GRE Information. The test developer, ETS, offers publications and computer programs to help prepare for the GREs. A partial listing follows. For more information contact the DANTES TCO. (To locate the nearest DANTES Testing Center, see chapter 2 for assistance.) The on-line GRE bookstore provides numerous publications. The web site is at: <http://www.gre.org>.

Item	Source	Cost
GRE Information and Registration Bulletin	1 or 2	None
Interpreting Your GRE General and Subject Test Scores	1 or 2	None
Guide to the Use of the GRE Program	1 or 2	None
Math Review Software (for Windows 3.1)	2	\$10
Interactive Practice General Test questions	2	None
Downloadable Test Preparation Booklets General and Subject tests	2	None
POWERPREP Software - Test Preparation for the GRE General Test	2	\$45
Practicing to Take the General Test	2	\$9
Subject Test Preparation Books	2	\$9-\$13
Directory of Graduate Programs	2	\$20

1 = DANTES TCO

2 = On-line or downloadable order form.

Graduate Management Admission Test (GMAT)

Description

Nearly 1300 colleges and universities use GMAT scores for admission to graduate business and management programs.

The GMAT measures general verbal, quantitative, and analytical writing skills and abilities developed over a long period of time that are associated with success in the first year of study in a graduate school of management.

The test is composed of **two separately timed 75 minute sections; and two 30-minute writing tests.**

Administration

The USCG participates in the DANTES Testing Program and has provided funding to DANTES to pay for the GMATs taken through DANTES Test Centers. Only one administration of the GMAT is funded per member's lifetime for active duty and reserve members.

The GMAT is no longer available in paper format. The GMAT has been computerized and is available year round at GMAT CAT Centers throughout the U.S. To identify the nearest GMAT CAT test center:

- **Call 1-800-GMAT-NOW (1-800-462-8669)**
 - **Review the GMAT Information Bulletin 2000-2001**
 - **Visit the GMAT website at www.gmat.org.**
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Graduate Management Admission Test (GMAT)

Registration

There are two registration/scheduling options for those testing in the U.S., American Samoa, Guam, U.S. Virgin Islands, Puerto Rico, and Canada.

By Phone (preferred method)	By Mail
<p>Call 1-800-GMAT-NOW (1-800-462-8669).</p> <p>Schedule the exam, and charge the registration fee to VISA, MasterCard, or American Express.</p> <ul style="list-style-type: none">•Allows for quickest examination scheduling.•Speeds reimbursement process to examinees.	<p>Check or money order payable to ETS-GMAT accompanied by "<i>GMAT CAT Voucher Request Form</i>." This form may be found in the <i>GMAT Information Bulletin</i> available at http://www.gmat.org. Mail the form and check (or money order) to:</p> <p>GMAT Educational Testing Service PO Box 6103 Princeton, NJ 08541-6103</p> <p>In 2-4 weeks the examinee will receive the voucher and may then call 1-800-GMAT-NOW to schedule an appointment.</p>

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Graduate Management Admission Test (GMAT)

Fees

The testing fee is \$190 (subject to change). Examinees forfeit their entire test fee if they fail to appear for testing at the appointed time and date, or fail to reschedule, or cancel at least 7 days prior to the scheduled test date.

Cancellation

An additional fee is charged to reschedule the test. This fee is also subject to change. Examinees must contact the GRE Registration Center **NO LATER THAN NOON AT LEAST 7 BUSINESS DAYS** prior to the scheduled appointment if rescheduling is desired. The rescheduling fee is not reimbursable.

No-Show

Examinees forfeit the entire test fee if they fail to:

- Reschedule or cancel **AT LEAST 7 DAYS** prior to their scheduled appointment.
- Appear for testing at the appointed time and date.

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Graduate Management Admission Test (GMAT)

REIMBURSEMENT PROCEDURES

Step	Action
1	Determine eligibility for reimbursement. <ul style="list-style-type: none">• Possess a current "Armed Forces of the United States" identification card.• Have never taken a DANTES-funded GMAT General paper-and-pencil OR the GMAT CAT examination.• Applying to or enrolled in a graduate school requiring the GMAT, or• Fulfilling a legitimate Service requirement.
2	Schedule and take the GMAT CAT examination.
3	Contact the DANTES Test Center after receiving the official GMAT CAT Score Report (approximately 2 weeks after testing).
4	Fill out the DANTES GRE General/GMAT Reimbursement Form. Ensure the DANTES TCO completes and signs the form.
5	Submit the completed form, with a legible copy of the official GMAT CAT Score Report, to: ETS/CGI PO Box 6604 Princeton, NJ 08541-6604

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Graduate Management Admission Test (GMAT)

Reimbursement Method

Reimbursement occurs in one of two methods depending on how the registration fee was initially paid:

IF BY	THEN
Credit Card	ETS/CGI credits the examinee's credit card account. (Allow two monthly billing cycles for the credit to appear.)
Check or Money Order	ETS/CGI sends the examinee a reimbursement check approximately 8 weeks after receipt of the reimbursement request.

Information

The DANTES Test Control Officer can provide basic information. The test developer, ETS, offers publications and computer programs to help prepare for the GMAT. For assistance in locating the nearest DANTES Test Centers, see the chapter on DANTES.

Also visit the web site at: <http://www.gmat.org/>

Item	Source	Cost
GRE Information Bulletin	1 or 2	None
Official Guide for GMAT Review	2	\$24.95
Sample GMAT Questions	2	None
GMAT Mini-Test	2	None
POWERPREP Software - Test Preparation for the GMAT	2	None

1 = DANTES TCO

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page

2 = On-line or downloadable order form.

The Praxis

Introduction

The Praxis Series is used by some states for initial teacher certification and by institutions of higher education for entry into or exit from teacher education programs or for program evaluation.

The National Teachers Examination (NTE) Core Battery was discontinued as of September 2000.

Description

The Pre-Professional Skills Tests (PPST) measure basic skills competency in reading, mathematics, and writing. The Reading and Mathematics tests are 1-hour, multiple-choice tests, and the Writing test combines a half-hour multiple-choice section with a half-hour essay section.

The Core Battery includes three separate 2-hour, multiple-choice tests which measure: general knowledge, communications skills, and professional knowledge.

Subject Assessment and Specialty Area Tests measure understanding of the content and methods applicable to specific subject areas.

Administration

The USCG participates in the DANTES Testing Program and has provided funding to DANTES to pay for the PRAXIS taken through DANTES Test Centers. Only one administration of the PRAXIS Core Battery and one Subject Assessment **OR** Specialty Area test is funded per member's lifetime for active duty and reserve members.

There is also a national testing program conducted through colleges and universities. Should members elect to test at national test centers, funding is not provided through the USCG.

The PRAXIS is only administered on specific dates. DANTES distributes a "Calendar of National Testing Dates" that contains the test dates for the current year. To order the calendar, see the Chapter on DANTES.

Information:

Basic information is available from the DANTES Test Control Officer, or **personnel at the National Testing Center.**

Visit the web at: <http://www.ets.org/praxis>

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College Credit Examinations

Introduction

There are several nationally recognized examination programs. These examinations are widely accepted by colleges and universities because of the test development process. The tests are nationally normed and recommended for credit by the American Council on Education (ACE).

These examinations are a tremendous benefit to the member because they

- * gain a significant number of college hours
- * save time
- * save money
- * work at his/her own pace.

Acceptance

A recent survey shows that 2,800 colleges in the US will grant credit based on the examinee's score report. The majority of institutions will accept the ACE credit recommendation listed on the *Matrix of College Credit Examinations*, Figure 3-1. However, some institutions will require a higher score for acceptance and others will not grant any credit.

Members should be familiar with the college's policy prior to taking the exam.

Types

1. College Level Examination Program (CLEP)
 - CLEP General
 - CLEP Subject
2. DANTES Subject Standardized Tests (DSSTs)
3. **Excelsior** College Examination Program (ECEP)
4. Graduate Record Subject Examinations (GRE)

Continued on next page

College Credit Examinations, Continued

Administration

All the examinations discussed in this section are available through the DANTES Testing Program. **These programs are funded for active duty and reserve personnel, their spouses, and civilian employees of the USCG.**

Spouses and civilians are not permitted to test through DANTES Test Control officers at DOD (Department of Defense) active duty installations. They may test free of charge only through USCG DANTES Test Centers or DANTES Test Centers at reserve component installations..

As of 1 Oct 00, personnel also have the option of testing through a national test center and being reimbursed for the testing fee. This applies to the CLEP General and Subject, DANTES Subject Standardized Tests, and Excelsior College Examinations. Most of the CLEP and DSST national test centers are located at colleges and universities while the Excelsior College examinations are available through Sylvan Prometric Test Centers. This option may interest personnel who do not have access to a DANTES Test Center at a Coast Guard unit or DOD installation.

Some of the examinations may only be administered on specific dates while others can be administered on a demand basis. Following is more specific information on each of the exam programs containing that information.

Test Preparation

Most of these tests are designed to help the student document existing knowledge.

For each of the examinations there is a fact sheet or study guide that provides an outline of the test, sample questions and answers and a list of reference textbooks. Members should review the fact sheet, complete the sample questions; and, depending on knowledge level, obtain the reference publications and study as necessary prior to testing. Roughly speaking, members who answer at least two-thirds of the questions correctly on the fact sheet have a good chance of passing the test.

Videotapes, audiotapes, and a few multi-media programs are also available to help prepare members for the tests. About 40 programs are available. For additional information, see the "College Video/Audio Courses," Volume 4 of this publication. The publication is also available on the CGI home page at <http://www.uscg.mil/hq/cgi>.

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MATRIX OF COLLEGE CREDIT EXAMINATIONS

Business/Management				
Test Title	Min Score	Credit	Test No.	Test
Type				
Accounting, Principles of Subj	45	6 LL	78018	CLEP
Accounting, Financial Principles of	49	3 LL	SF525	DSST
Business, Introduction to	46	3 LL	SE, SF543	DSST
Business Law, Introduction to Subj	51	3 LL	17035	CLEP
Business Law II	52	3 UL	SE534	DSST
Business Mathematics	48	3 LL	SF812	DSST
Business Policy & Strategy	C	3 UL	579	ECEP
Finance, Personal	46	3 LL	SE550	DSST
Finance, Principles of	46	3 UL	SF524	DSST
Human Resources Management	45	3 UL	486	ECEP
Labor Relations	44	3 UL	538	ECEP
Marketing, Principles of Subj	50	3 LL	69019	CLEP
Management, Principles of Subj	46	3 LL	74047	CLEP
Money and Banking	48	3 UL	SG, SH548	DSST
Organizational Behavior	48	3 LL	SF, SG531	DSST
Organizational Behavior	46	3 UL	435	ECEP
Personnel/Human Resource Mgt	48	3 LL	SF530	DSST
Production/Operations Mgt	45	3 LL	582	ECEP
Statistics, Principles of	48	3 LL	SE450	DSST
Statistics	48	3 LL	408	ECEP
Supervision, Principles of	46	3 LL	SE, SF532	DSST
Computer Science				
Test Title	Min Score	Credit	Test No.	Test
Type				
Computers w/Basic Programming	47	3 LL	SF536	DSST
Information Sys & Computer Apps Subj	52	3 LL	68012	CLEP
Management Information Systems	46	3 UL	SE551	DSST
Criminal Justice				
Test Title	Min Score	Credit	Test No.	Test
Type				
Introduction to Law Enforcement	45	3 LL	SG 497	DSST
Criminal Justice	49	3 LL	SF, SG498	DSST
English/Communication Arts				
Test Title	Min Score	Credit	Test No.	Test
Type				
English Composition	C	6 LL	434	ECEP
English Composition	420	6 LL	08273	CLEP
Gen English Composition w/essay CLEP Gen	420	6 LL	NA	
Freshman College Composition Subj	44	6 LL	71056	CLEP

Public Speaking, Principles of	47	3 LL	SE815/821	DSST
Technical Writing	46	3 LL	SF, SG820	DSST

Continued on next page

Figure 3-1

Education

Test Title Type	Min Score	Credit	Test No.	Test
Foundations of Education	46	3 LL	SE489	DSST
Reading Instr in Elementary School	42	6 UL	555	ECEP
Educational Psychology, Intro to Subj	47	3 LL	67032	CLEP

History

Test Title Type	Min Score	Credit	Test No.	Test
Civil War and Reconstruction	47	3 UL	SE, SF483	DSST
Contemporary Western Europe	48	3 LL	SE465	DSST
Modern Middle East, Introduction	44	3 LL	SE469	DSST
Nazi Germany, History of	C	3 UL	432	ECEP
Social Sciences & History Gen	420	6 LL	05991	CLEP
Soviet Union, Rise and Fall of	45	3 UL	SE471	DSST
US I, History of Subj	47	3 LL	80012	CLEP
US II, History of Subj	46	3 LL	79014	CLEP
Vietnam War, History of	49	3 LL	SF473	DSST
War in Vietnam (1945-1975): Subj	C	3 UL	511	ECEP
Western Civilization I Subj	46	3 LL	65048	CLEP
Western Civilization II Subj	47	3 LL	66052	CLEP

Foreign Languages

Test Title Type	Min Score	Credit	Test No.	Test
French I and II Subj	42 & 45	6 & 12	76015	CLEP
German I and II Subj	36 & 42	6 & 12	75027	CLEP
Spanish I and II Subj	45 & 50	6 & 12	77011	CLEP

Humanities

Test Title Type	Min Score	Credit	Test No.	Test
American Literature Subj	46	6 LL	37061	CLEP
American Dream (Part I)	C	6 UL	460	ECEP
Analyzing & Interpreting Literature Subj	47	6 LL	81019	CLEP
Art of the Western World	48	3 LL	SE461	DSST
English Literature Subj	46	6 LL	20079	CLEP
Ethics in America	46	3 LL	SF474	DSST
Ethics: Theory and Practice	46	3 UL	484	ECEP
Humanities Gen	420	6 LL	04910	CLEP

Religions of the World	C	3 UL	509	ECEP
World Religions, Introduction to	49	3 LL	SE 496	DSST

Mathematics

Test Title Type	Min Score	Credit	Test No.	Test
Algebra, Fundamentals of	47	3 LL	SF, SG424	DSST
Algebra (1993)	46	3 LL	11100	CLEP
Subj				
Algebra - Trigonometry	45	3 LL	10049	CLEP
Subj				
Mathematics	420	6 LL	07030	CLEP
Gen				
Statistics, Principles of	48	3 LL	SE450	DSST
Trigonometry	50	3 LL	12025	CLEP
Subj				
Calculus w/Elementary Functions	41	6 LL	62065	CLEP
Subj				

Continued on next page

Miscellaneous

Test Title Type	Min Score	Credit	Test No.	Test
Drug and Alcohol Abuse	49	3 UL	SE495	DSST
Here's to Your Health	48	3 LL	SF, SG508	DSST
Fundamentals of Counseling	45	3 LL	SG, SH562	DSST

Natural Sciences

Test Title Type	Min Score	Credit	Test No.	Test
Anatomy & Physiology	46	6 LL	506	ECEP
Astronomy	48	3 LL	SF500	DSST
Biology, General Subj	46	6 LL	18074	CLEP
Chemistry, General Subj	47	6 LL	26107	CLEP
Environment & Humanity: The Race to Save the Planet	46	3 LL	SF, SG511	DSST
Microbiology	45	3 LL	558	ECEP
Natural Sciences Gen	420	6 LL	02259	CLEP
Physical Science I, Principles of	47	3 LL	SE512	DSST
Physical Geology	46	3 LL	SF, SG519	DSST

Nursing

Test Title Type	Min Score	Credit	Test No.	Test
Adult Nursing	47	8 UL	554	ECEP
Commonalities in Nursing Care Area A	47	5 LL	427	ECEP
Commonalities in Nursing Care Area B	47	5 LL	478	ECEP
Differences in Nursing Care: Area A	47	5 LL	479	ECEP
Differences in Nursing Care: Area B	47	5 LL	531	ECEP
Differences in Nursing Care: Area C	47	5 LL	578	ECEP
Fundamentals of Nursing	45	8 LL	403	ECEP
Health Restoration: Area I	47	4 UL	425	ECEP
Health Restoration: Area II	47	4 UL	477	ECEP
Health Support: Area I	47	4 UL	530	ECEP
Health Support: Area II	47	4 UL	577	ECEP
Here's to Your Health	48	3 LL	SF, SG508	DSST
Maternal & Child Nursing (associate)	45	6 LL	453	ECEP
Maternal & Child Nursing (baccalaureate)	45	8 UL	457	ECEP
Maternity Nursing	45	3 LL	559	ECEP
Occupational Strategies in Nursing	47	3 LL	532	ECEP
Pathophysiology	43	3 UL	584	ECEP
Professional Strategies of Nursing	47	4 UL	426	ECEP
Psychiatric/Mental Health Nursing	43	8 UL	503	ECEP
Research in Nursing	44	3 UL	537	ECEP

Political Sciences

Test Title Type	Min Score	Credit	Test No.	Test
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American Government
Subj

47

3 LL

30112

CLEP

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Social Sciences				
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Test Title Type	Min Score	Credit	Test No.	Test
Anthropology, General	47	3 LL	SF494	DSST
Geography, Human Cultural	48	3 LL	SF, SG470	DSST
Gerontology, Foundations of	46	3 UL	407	ECEP
Human Growth & Development Subj	45	3 LL	14079	CLEP
Macroeconomics, Principles of Subj	44	3 LL	72044	CLEP
Microeconomics, Principles of Subj	41	3 LL	73041	CLEP
Psychology, Abnormal	45	3 UL	459	ECEP
Psychology of Adulthood & Aging	45	3 UL	485	ECEP
Psychology, Introductory Subj	47	3 LL	70017	CLEP
Psychology, Lifespan Developmental	46	3 LL	SF, SG490	DSST

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Social Sciences (cont'd)				
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Test Title Type	Min Score	Credit	Test No.	Test
Psychology, Lifespan Developmental	45	3 LL	583	ECEP
Psychology, Research Methods in	40	3 UL	436	ECEP
Sociology, Introductory Subj	47	3 LL	31089	CLEP
Social Sciences and History Gen	420	6 LL	05991	CLEP
World Population	43	3 UL	487	ECEP

College Level Examination Program (CLEP)

Introduction

The College Level Examination Program (CLEP) consists of a series of examinations that test college level knowledge gained through military classes or technical assignments, or through personal reading, travel, and intellectual curiosity.

Description

The **CLEP General Examinations** measure achievement in five basic areas of “general” or “liberal” education. Each examination has a 90-minute time limit. The multiple-choice questions cover material taught in required courses most students complete in their first two years of college.

Usually 6 semester hours of credit are awarded for satisfactory scores on each General Examination. The ACE recommended passing score is 420.

Test Nbr	Test Title	Description	Time Limit
1	English Composition	Has two versions. Students should make sure which version is required prior to testing because each version is subject to a 6-month waiting period for retesting. * All multiple-choice versions (100 questions) * Essay versions – cover writing that explains, interprets, analyzes, or presents and supports a point of view (50-60 multiple-choice questions, one essay question)	Two separately timed 45-minute sections.

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College Level Examination Program (CLEP), Continued

Information:

Basic information is available from the DANTES Test Control Officer, or personnel at the National Testing Center. Description (continued)

Test Nbr	Test Title	Description	Time Limit
2	Social Science/History	Relates to material presented in introductory US History, Western Civilization and world Civilization, Political Science, Economics, Sociology, Psychology, Anthropology, and Geography.	Two separately timed 45-minute sections.
3	Natural Sciences	Assesses knowledge and understanding of the biological and physical sciences.	Two separately timed 45-minute sections.
4	Humanities	Relates to knowledge and understanding of literature and fine arts from the Classical Period through the Contemporary Period.	Two separately timed 45-minute sections.
5	Mathematics	Subject matter content includes sets and logic, the real number system, functions and graphs, probability and statistics, and additional algebra topics.	Two separately timed 45-minute sections.

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College Level Examination Program (CLEP), Continued

The **CLEP Subject Examinations** are more closely aligned to specific college-level courses and may resemble an end-of-course exam. These examinations measure knowledge of basic concepts, principles, and relationships and applications involved in college courses with the corresponding title.

There are about 30 different CLEP Subject Exams. For a complete list, see the Matrix of College Credit Examinations, Figure 3-1.

All the CLEP Subject Exams are multiple-choice tests.

They are timed 90-minute examinations.



Testing Tips

There is a **penalty** for guessing on both the CLEP General and CLEP Subject.

The number of correct answers is counted and a fraction of a point is subtracted for each wrong answer from the total correct answers.

Random guessing will probably not improve the examinee's score.

Administration

All the CLEP examinations are administered through the DANTES Testing Program.

The CLEP General Examination with Essay Component can only be determined on specific test dates. Order the "*DANTES Calendar of National Test Dates*" for a comprehensive list. See the Chapter on DANTES for ordering information.

CLEP examinations are free of charge to active duty personnel, reservists, spouses of active duty and reserve personnel, and civilian employees of the USCG.

Spouses and civilians are not permitted to test through DANTES Test Control officers at DOD (Department of Defense) active duty installations. They may test free of charge only through USCG DANTES Test Centers or DANTES Test Centers at reserve component installations, **or on a reimbursable basis through national test centers.**

Continued on next page

College Level Examination Program (CLEP), Continued

National Test Centers

Additionally, eligible personnel may now test through CLEP national test centers and be reimbursed for the testing fee. To determine the location of national CLEP test centers, go to the CLEP homepage at:

<http://www.collegeboard.org/CLEP/Students>

Select "Colleges Granting Credit/Test Centers" option.

Search by state and city.

Members schedule testing at the national test center, pay registration fees, if any, and the test fees. Obtain receipts for these fees.

ONLY THE TEST FEE is reimbursable. Most national test centers charge a fee for cancellation, rescheduling, or not testing on the scheduled date (no show). These fees are **NOT AUTHORIZED FOR REIMBURSEMENT.**

Reimbursement

Upon receipt of test results, complete the form entitled "Reserve Component and Coast Guard Credit by Examination Program Reimbursement Form", DANTES Form 1561/46 (8/00), available from the DANTES TCO. The TCO will verify eligibility for reimbursement, and sign the reimbursement form.

The examinee:

- completes and signs the form
 - attaches a copy of the test score report
 - attaches a copy of receipts.
 - completes and signs the "Direct Deposit Form (Standard Form 1199A) and attaches it to the reimbursement application. The "Direct Deposit Form" is only required for the first test. For additionally testing, this form is not required unless the examinee changes financial institutions.
 - Mail the reimbursement request to:
DANTES (Code 20J)
6490 Saufley Field Road
Pensacola, FL 32509
 - Payment will be made directly to examinee's bank account in 4-6 weeks.
-

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College Level Examination Program (CLEP), Continued

Scoring CLEP answers sheets are scored and reported approximately 5 working days after receipt (except CLEP English Composition with Essay). The essay component
And will be reported about 7 to 8 weeks following the scheduled essay scoring date.
Reporting College English professors meet at a central location to do the scoring and to evaluate the essay. The result is reported at a score between 200-800.

Examinees may designate an institution to receive an official score report AT THE TIME OF TESTING. The DANTES Test Control Officer can provide the institution's report to code. The CGI cannot be designated as a report to code. The scoring agency, ETS, electronically provides all passing CLEP scores to the Institute monthly.

The official score report and the examinee's copy are mailed to the DANTES Test Center where the test was administered.

Score Interpretation

Scores for the CLEP General examinations range between 200 and 800 and for the Subject Examinations between 20 and 80.

Because scales for CLEP examinations are based on the performance of different groups of students, a score on an examination cannot be compared to a score on an examination in a different subject.

The ACE recommended passing scores are provided on the Matrix of College Credit Examinations provided as Figure 3-1.

The *DANTES Independent Study Catalog* (DISC) Supplement "A Guide to the Acceptance of Non-Traditional credit in SOC Institutions," identifies SOC institutions that award credit for the CLEP examinations, the institutional passing score, and the amount of credit awarded. For ordering information, see the Chapter on DANTES.

Continued on next page

College Level Examination Program (CLEP), Continued,

Continued

Transcripts

DANTES Test Control Officers may request an official transcript for counseling purposes without charge.

Official transcripts of tests taken **after 1 July 1974** may be obtained by submitting the “*DANTES Transcript Request Form*”, with an \$8 transcript fee. **The form is available from the DANTES TCO.**

Military examinees who were administered CLEP examinations prior to 1 July 1974 must send the “*USAFI Transcript Request Form for Tests Taken Before 1 July 1974*” with a \$10 transcript fee. **The form is available from the DANTES TCO.**

Civilian examinees may obtain their transcripts by submitting a \$15 fee for a cumulative score report. Civilian transcripts are available for a period of 20 years following the test date. See the DANTES Test Control Officer for additional information.

Information

The DANTES Test Control Officer can provide additional information on the CLEP examinations.

Visit the web site: <http://www.collegeboard.org/clep/html//indx001.html>

Continued on next page

DANTES Subject Standardized Tests (DSST)

Introduction

The DSST program was developed as a way to measure, evaluate, and meet the educational needs of Service personnel.

Description

The DSST program is an extensive series of examinations in college subjects. DSSTs are course achievement exams, each of which is generally standardized on a sample of civilian students completing a comparable college course.

There are some 37 tests in the DSST inventory. For a complete list, see the Matrix of College Credit Examinations (Figure 3-1).

All the DSSTs are multiple-choice tests.

There is no time limit on the DSSTs.
Members may take as long as desired to complete the exam.



Testing Tips

There is **NO penalty** for guessing on the DSSTs.

Members should be encouraged to answer **ALL** questions.

Administration

All the CLEP examinations are administered through the DANTES Testing Program.

DSST examinations are free of charge to active duty personnel, reservists, spouses of active duty and reserve personnel, and civilian employees of the USCG.

Spouses and civilians are **not** permitted to test through DANTES Test Control officers at DOD (Department of Defense) active duty installations. They may test free of charge only through USCG DANTES Test Centers or DANTES Test Centers at reserve component installations, **or on a reimbursable basis at national test centers..**

Continued on next page

DANTES Subject Standardized Tests (DSST), Continued

National Test Centers

Additionally, eligible personnel may now test through DSST national test centers and be reimbursed for the testing fee. To determine the location of national test centers, go to the homepage at:

<http://www.chauncey.com>

Select "Continuing Education and Distance Learning" option and then select "Student/Adult Learners" to search by state.

Members schedule testing at the national test center, pay registration fees, if any, and the test fees. Obtain receipts for these fees.

ONLY THE TEST FEE is reimbursable. Most national test centers charge a fee for cancellation, rescheduling, or not testing on the scheduled date (no show). These fees are **NOT AUTHORIZED FOR REIMBURSEMENT.**

Reimbursement

Upon receipt of test results, complete the form entitled "Reserve Component and Coast Guard Credit by Examination Program Reimbursement Form", DANTES Form 1561/46 (8/00), available from the DANTES TCO. The TCO will verify eligibility for reimbursement, and sign the reimbursement form.

The examinee:

- completes and signs the form
 - attaches a copy of the test score report
 - attaches a copy of receipts
 - completes and signs the "Direct Deposit Form" (Standard Form 1199A) and attaches it to the reimbursement application. The "Direct Deposit Form" is only required for the first test. For additionally testing, this form is not required unless the examinee changes financial institutions.
 - Mail the reimbursement request to:
DANTES (Code 20J)
6490 Saufley Field Road
Pensacola, FL 32509
 - Payment will be made directly to examinee's bank account in 4-6 weeks.
-

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DANTES Subject Standardized Tests (DSST), Continued

Scoring DSST answers sheets are scored and reported approximately 5 working days after
And receipt.
Reporting

Examinees may designate an institution to receive an official score report AT THE TIME OF TESTING. The DANTES Test Control Officer can provide the institution's report to code. The

CGI cannot be designated as a report to code. The scoring agency, ETS, electronically provides all passing DSST scores to the Institute monthly.

The official score report and the examinee's copy are mailed to the DANTES Test Center where the test was administered.

Score Interpretation

Scores for the DSSTs range between 44 and 52.

Because scales for DSSTs are based on the performance of different groups of students, a score on an examination cannot be compared to a score on an examination in a different subject.

The ACE recommended passing scores are provided on the *Matrix of College Credit Examinations* provided as Figure 3-1.

Transcripts

DANTES Test Control Officers may request an official transcript for counseling purposes without charge.

Official transcripts of tests taken **after 1 July 1974** may be obtained by submitting the “*DANTES Transcript Request Form*” with an \$8 transcript fee. **See the DANTES TCO for the request form.**

Military examinees who were administered DSST examinations prior to 1 July 1974 must send the “*USAFI Transcript Request Form for Tests Taken Before 1 July 1974*” with a \$10 transcript fee. **See the DANTES TCO for the request form.**

Civilian examinees may obtain their transcripts by submitting a \$10 fee for a cumulative score report. Civilians should complete a “DANTES Civilian Transcript Request for DSST Scores”. **See the DANTES TCO for the request form.**

Continued on next page

DANTES Subject Standardized Tests (DSST), Continued

Information

The DANTES TCO can provide additional information on the DSST examinations.

Visit the web site: <http://voled.doded.mil/dantes/exam/DSST.htm>

Continued on next page

Excelsior College Examinations (ECE)

Introduction

Excelsior College Examinations are used to meet specific college degree requirements of the Excelsior College degrees and are accepted for credit by over 900 colleges and universities.

Excelsior examinations are developed by Excelsior College and have been used extensively by colleges and universities in the US. **Until 1 Sep 98, the examinations were administered by the American College Testing Program and were marketed as the American College Testing Proficiency Examination Program (ACT PEP). Excelsior College now administers the examinations. Excelsior was formerly known as Regents College.**

Description

There are more than 40 examinations in the subject areas of:

- * arts
- * sciences
- * business
- * education, and
- * nursing.

For a list of all examinations, see the “*Matrix of College Credit Examinations*” provided as Figure 3-1.

Type of Examinations

Type	Description
Objective	Multiple-choice type examinations. These examinations can be administered any time.
Extended Response	Essay type examinations must be administered on specified test dates.
Mixed Format	This type of examination contains both multiple-choice and free response questions. Exams must be administered on specified test dates.

All Excelsior Examinations are 3 hour timed examinations.

Testing Tips

There is no penalty for guessing on the Excelsior Examinations.

Examinees should be encouraged to answer all questions.

Continued on next page

Excelsior College Examinations (ECE), Continued

Administration

All the Excelsior Examinations are administered through the DANTES Testing Program.

DSST examinations are free of charge to active duty personnel, reservists, spouses of active duty and reserve personnel, and civilian employees of the USCG.

Spouses and civilians are **not** permitted to test through DANTES Test Control officers at DOD (Department of Defense) active duty installations. All civilians must register to test with Excelsior College and take their tests at a Sylvan Technology Center. To register, see the following section on National Test Centers.

National Test Centers

Additionally, eligible personnel may now test through national test centers and be reimbursed for the testing fee. To determine the location of national test centers, go to the homepage at:

**<http://www.excelsior.edu>
Select "EC Examinations" option and click on
"Sylvan Technology Centers", then
"www.2test.com.Web site", and
"Find a Test Center".**

Excelsior College registers examinees and using a prepaid voucher. Testing is then scheduled with the nearest Sylvan Test Center. Additional help is available at:

Test Administration Officer
Excelsior College
7 Columbia Circle
Albany, NY 12203-5159

Phone: 518-464-8500
Web site: www.Excelsior.edu
E-mail: testadm@Excelsior.edu

Continued on next page

Excelsior College Examinations (ECE), Continued

Members schedule testing at the national test center, pay registration fees, if any, and the test fees. Obtain receipts for these fees.

ONLY THE TEST FEE is reimbursable. Most national test centers charge a fee for cancellation, rescheduling, or not testing on the scheduled date (no show). These fees are NOT AUTHORIZED FOR REIMBURSEMENT.

Reimbursement

Upon receipt of test results, complete the form entitled "Reserve Component and Coast Guard Credit by Examination Program Reimbursement Form", DANTES Form 1561/46 (8/00) available from a DANTES TCO. The TCO will verify eligibility for reimbursement, and sign the reimbursement form.

The examinee:

- completes and signs the form,
 - attaches a copy of the test score report
 - attaches a copy of receipts.
 - completes and signs the "Direct Deposit Form (Standard Form 1199A) and attaches it to the reimbursement application. The "Direct Deposit Form" is only required for the first test. For additionally testing, this form is not required unless the examinee changes financial institutions.
 - Mail the reimbursement request to:
DANTES (Code 20J)
6490 Saufley Field Road
Pensacola, FL 32509
 - Payment will be made directly to examinee's bank account in 4-6 weeks.
-

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Excelsior College Examinations (ECE), Continued

Scoring And Reporting

Objective examination grades are usually reported 3 to 4 weeks after the answer sheet is received.

Extended response (essay) and mixed format (multiple-choice and free response) examinations are normally reported 75 days after the test date.

Examinees may designate an institution to receive an official score report AT THE TIME OF TESTING. The DANTES Test Control Officer can provide the institution's report to code to examinees. The CGI cannot be designated as a report to code. Excelsior College electronically provides all passing scores to the Institute quarterly.

The official score report and the examinee's copy are mailed to the DANTES Test Center where the test was administered.

Score Interpretation

The recommended passing score varies by examination. See the *Matrix of College Credit Examinations*, Figure 3-1, for the recommended passing score for each examination.

Because scales for Excelsior Examinations are based on the performance of different groups of students, a score on an examination cannot be compared to a score on an examination in a different subject.

Transcripts

DANTES Test Control Officers may request an official transcript for counseling purposes without charge.

Official transcripts of tests taken may be obtained by submitting the *Official Grade Report Request Form* with a \$8 transcript fee. **See the DANTES TCO for the request form.**

Information

The DANTES Test Control Officer can provide additional information on the Excelsior examinations.

Visit the web site: <http://www.Excelsior.edu>

Certification Examinations

Introduction

DANTES has agreements with approximately 30 different certification agencies to allow DANTES Test Control Officers to administer the examinations to military personnel.

Certification examinations provide military personnel an opportunity to maintain currency with the civilian workforce and to document comparable skills.

Description

A listing of the certification agencies follows:

Association of Boards of Certification – Uniform Program for Reciprocity (ABC)
American Board of Industrial Hygiene (ABIH) Board of Certified Safety Professionals (BCSP)
American Council on Exercise (ACE)
Accredited Financial Counselor (AFC) Program
American Medical Technologist (AMT)
American Nurses Credentialing Center (ANCC)
National Institute for Automotive Service Excellence (ASE)
American Speech-Language-Hearing Association (ASHA)
Association of State and Provincial Psychology Boards (ASPPB)
American Society for Quality Control (ASQC)
Board of Certified Safety Professionals (BCSP)
The Certified Board of General Dentistry (CBGD)
Cardiovascular Credentialing International (CCI)
Dental Assisting National Board (DANB)
The National Registry of Emergency Medical Technicians (EMT)
Electronics Technicians Association, International (ETA-I)
Food Protection Certification Program (FPCP)
Institute for Certification of Computing Professionals (ICCP)
Institute of Certified Professional Managers (ICPM)
The Credentialing Commission of the International Society for Clinical Laboratory Technology (ISCLT)
The Liaison Council on Certification for the Surgical Technologist (LCC-ST)
The National Association of Radio and Telecommunications Engineers, Inc. (NARTE)
National Association of Social Workers (NASW)

Continued on next page

Certification Examinations, Continued

National Board for the Certification of Orthopaedic Technologists
 (NBCOT)
 National Board of Respiratory Care (NBRC)
 National Institute for Certification in Engineering Technology (NICET)
 The National Institute for the Certification of Healthcare Sterile
 Processing and Distribution Personnel (NICHSPDP)
 Professional Secretaries International (PSI)
 Society of Broadcast Engineers (SBE)

College Credit

Two of the Certification Programs referenced above have been recommended for college credit by the American Council on Education (ACE). These programs and the credit recommendations follow:

AUTOMOTIVE SERVICE EXCELLENCE

Title	SH Credit
Automotive Tests	
Engine Repair	4
Automatic Transmission/Transaxle	4
Manual Drive Trains and Axles	4
Suspension and Steering	4
Brakes	4
Electrical Systems	4
Heating and Air Conditioning	4
Engine Performance	4
Collision Repair Tests	
Painting and Refinishing	6
Non-Structural Analysis	4
Structural Analysis and Damage ECEPair	4
Mechanical and Electrical Components	3
Medium/Heavy Truck Tests	
Gasoline Engines	5
Diesel Engines	6
Drive Train	4
Brakes	4
Suspension and Steering	4
Electrical Systems	4
Engine Machinist Test	
Cylinder Head Specialist	10
Cylinder Block Specialist	10
Assembly Specialist	10

Certification Examinations, Continued

CERTIFICATION OF COMPUTER PROFESSIONALS	
Title	SH Credit
Core Examination	17 LL
Specialty Areas	
Management	3 UL
Procedural Programming	3 UL
Systems Development	3 UL
Business Information Systems	3 UL
Communications	3 LL
Office Information Systems	3 LL
Software Engineering	3 UL
Systems Programming	3 UL
Systems Security	3 LL
ACP Programming Languages	3 LL each

LL = Lower level baccalaureate credit

UL = Upper level baccalaureate credit

Administration

Military personnel and in some cases civilians may take the tests through DANTES Test Centers.

None of the programs are funded through the USCG.

Information

The DANTES Test Control Officer can provide additional information including study materials for all the programs referenced above.

DANTES offers a brochure entitled “Be a Certified Professional” which lists the types of certification, benefits of certification, and how to get more information. The brochure is stock number 1148. For ordering information, see the chapter on DANTES.

Guidance Examinations

Introduction

There are numerous surveys and questionnaires to help assess one's interests as well as their abilities and aptitudes. These are the tests that can help one determine what they want to do in the future. Some assessment instruments are best suited to those taking the college-track, while others are tailored to those interested in vocational areas.

Administration

DANTES provides an inventory of tests that may be ordered free of charge to military personnel. These materials shall not be administered to civilian or dependents.

To other the materials described in this section, please refer to the chapter on DANTES.

Description

The Strong Interest Inventory

This inventory measures the examinee's interest in careers that require advanced technical or college training.

Basic interest scales provide specific information about the student's interests in 23 career fields such as medical science, law, politics, and business management.

Occupational scales relate interests to 162 specific career fields and indicate areas of possible career satisfaction.

The test takes about 30-40 minutes to complete. Interpretation is quite complex and it is recommended that ESOs use the "PrePaid Interpretive Combined Item Booklets and Answer Sheet" (stock number 1110 and 1111). The prepaid interpretive answer sheet will provide the examinee with a fairly detailed, easy to understand report.

Continued on next page

Guidance Examinations, Continued

Description

Career Assessment Inventory

This instrument measures interests requiring a minimum of postsecondary education, such as community college, technical, or business training.

Test results are reported in two formats: Profile and Interpretive. Reports are provided for three types of occupational scales.

Basic interest scales – provide specific information about a person’s interests in 25 career areas such as Electronics, Medical Service, and other practices.

Occupational scales – relate to 101 specific concerns and indicate areas of career satisfaction.

ESOs not familiar with the test may prefer to order the “CAI Interpretive Test Booklet” (stock number 1115).

Holland’s Self-Directed Search (SDS)

This career interest inventory engages the user in the evaluation of their abilities and interests. The easy-to-use format allows the user to test, score and interpret this own data.

The Self-Directed Search consists of an Assessment Booklet (stock number 1152) and an Occupations Finder (stock number 1153).

Users find their Holland code based on scores in six areas of occupational interest: Realistic, Investigative, Artistic, Social, Enterprising, and Conventional.

This survey may be administered to dependents.

This survey is recommended for the USCG ESO who has limited time. In addition to the Assessment Booklet and the Occupations Finder, users also need the Manual Supplement (stock number 1154), Professional Manual (stock number 1155) and a booklet “You and Your Career” (stock number 1151).

Continued on next page

Guidance Examinations, Continued

Description

The Career Planning Program

This instrument is designed to measure an individual's current career development. It is a guidance-oriented system designed to help individuals identify and explore personally relevant occupations and educational programs.

The program consists of an ability test battery, an interest inventory, scales assessing career-related experiences, and a background and plans inventory.

Total testing time is about 2 hours, which can be scheduled as a single session, two sessions, or three sessions.

Examinees receive a score report that integrates scores on all measures around a theme of job clusters and an interpretive booklet.

Materials required are all packaged together as stock number 1150. Additionally you will need the Counselor Manual (stock number 1146), Directions for Administration (stock number 1145), and the Supervisors ECEPort (1144).

Kuder Occupational Interest Survey

This instrument is designed for grades 11 through adult.

The results of the survey suggest promising occupations and college majors in rank order, based upon the individual's interest pattern. These range from occupations requiring professional schooling to those requiring technical school training.

Materials needed are:

Materials Needed	Stock Number
Test booklet/answer form, combined	1103
Control card	1104
Counseling Manual	1102

Continued on next page

Guidance Examinations, Continued

Description

Campbell Interest and Skill Survey

This instrument provides more complete career assessment information by providing an integrated measure of self-assisted interests and skills.

The interest scale reflects the individual's degree of attraction for a specified occupational area. This instrument adds a parallel skill scale that provides an estimate of the individual's confidence in his or her ability to perform various occupational activities.

Together, two standardized scales of interest and skills provide more comprehensive, richer data than simply interest scores taken alone.

Materials required are:

Materials Needed	Stock Number
Interest Pattern Worksheet	1121
Survey Softcover Manual	1122
Mail-in Report	1123

Chapter 4

Independent Study Courses

Overview	There are thousands of courses available from accredited colleges and universities. Courses are available at all levels of study. Students may enroll whenever desired.
Resource	<i>DANTES Independent Study Catalog (DISC)</i> (stock number 2301) and <i>DANTES Catalog of Nationally Accredited Distance Learning Programs</i> (stock number 2329). Order these catalogs from DANTES (Code 30j) using the DANTES Material Request Form (DANTES 1561/5). See chapter 2 on DANTES for additional information. The Catalog is also online at http://voled.doded.mil/dantes/dl .

Description of Independent Study Courses

Textbooks	<p>There are usually three texts associated with a typical independent study course.</p> <ul style="list-style-type: none">• Normal textbook• A study guide provides the student with essentially the same information as the instructor provides in the classroom.• A syllabus guides the student through the course. The syllabus contains written assignments that the student completes and mails to the instructor to grade. <p>Some courses are enhanced through supplemental videocassettes, audiocassettes, or computer software.</p>
Written Assignments	<p>The number of written assignments varies from college to college. Some may have multiple-choice questions while others have essay questions. The number of written assignments per course is listed in the DISC.</p>
Exams	<p>The number of exams varies. Some colleges require a final examination, some a mid-term and a final, and others require 3 to 4 proctored examinations. The number of exams per course is listed in the DISC.</p>
Length	<p>Students are usually allowed between 9-12 months to complete the course.</p>

Continued on next page

Using the DANTES Independent Study Catalog (DISC)

Layout

The DISC is designed as follows:

Section 1	General Information
Section 2	Institutional Information Specific information on the institution offering the course. (E.g., Address, phone number, point of contact, etc.)
Section 3	Independent Study Course Listings
Subsection	1: High School Courses
	2: Post-secondary Courses
	3: Graduate Courses
	4: Post-secondary Credit-by-Examination

Finding Courses

The most sought out courses will be those at the collegiate level (post-secondary). Locate the index of the post-secondary section of the DISC. Note the major subject areas and select the areas where the requested course will be listed.

Step	Action
1	Determine course desired.
2	Determine level of course.
3	Turn to index of appropriate subsection of DISC.
4	If post-secondary, determine subject area where course will be listed. (i.e., Course – Economics: Subject area – Social Sciences.
5	Note page number and turn to correct page.
6	Working with student, select course desired.

In most cases, more than one course is available. This will provide the student with an opportunity to select the course based on cost, number of tests, etc.

Continued on next page

Using the DANTES Independent Study Catalog (DISC),

Continued

1 Code 2 Subj Area	3	4	5	6	7	8	9	10	11	12	13	14	15
Institution	Course Department	Course Number	Course Title	Level of Instruction	Lessons	Supervised Exams	Media Suprt Code	Credit Hours	Tuition	Book Costs	Special Fees	Total Cost	Footnotes

03.10.02 Organizational Theory

Missouri, Univ of	MGMT	330	Organization Theory	B	9	2	CA	3S	410.40	49.95	0.00	460.35	
W. Virginia, Col. Of	MGMT	410	Org. Systems Theory	U	8	3	DI	3S	510.00	CALL	0.00	510.00	C

03.10.04 Office Management and Supervision

W. Virginia, Col. Of	OFFI	404	Office Management	U	4	4	DI	3S	510.00	CALL	0.00	510.00	X
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See Section 3 of Information in Columns

Footnote: X - General Information, P-Prerequisite, C- General Information & Prerequisite
O-Denotes different In-State and Out-of-State Tuition.

Column 1	Code	Indicates the code number of the subject area.
Column 2	Subject Area	Indicates the subject area for the course.
Column 3	Course Department	Indicates the academic departmental code.
Column 4	Course Number	Indicates the course number at the institution offering the course.
Column 5	Course Title	Indicates the course title at the institution offering the course.

Continued on next page

Using the DANTES Independent Study Catalog (DISC),, Continued

Column 6	Level of Instruction	Indicates the level at which a course is taught. The following codes are used:	
		L	Lower division courses
		U	Upper division courses
		B	Upper division and graduate courses
		G	Courses designed and intended for graduate level only
Column 7	Number of Lessons	Indicates the number of lessons required to complete the course.	
Column 8	Number of Supervised Exams	Indicates the number of proctored examinations.	
Column 9	Media Support	Indicates if media support equipment is required to complete the course. The media support codes are:	
		AC	Audio Cassette or Tape
		CA	Computer Assisted Lesson Grading Service
		CC	Computer Conferencing
		CD	CD-ROM Disk
		CR	Computer Required
		D	Computer Diskette (Floppy)
		DI	Directed Independent Study
		E	E-mail
		F	Film
		FX	Fax (Facsimile)
		LK	Lab Kit
		O	Supervised Field Experience (Conferences, Observations, Seminars in area)
		P	Photographs/Prints
		R	Record (Music)
		RT	Reel-to-reel Tape (Audio)
		S	Slides

Continued on next page

Using the DANTES Independent Study Catalog (DISC),, Continued

		SA	Satellite
		SG	Study Guide
		ST	Slides and Audio Tape
		VC	Video Cassette
		VT	Video Tape
Column 10	Number of Units/Credit Hours	Indicates the number of credit hours recommended for the course.	
		Postsecondary and Graduate:	
		Q	Quarter Hours
		S	Semester Hours
Column 11	Tuition	Indicates the tuition cost for the course. (Students may request tuition assistance for 75% of this amount. See the chapter on Tuition Assistance.)	
Column 12	Book Costs	Indicates the estimated cost of books used in the course.	
Column 13	Special Fees	Indicates the estimated cost of extra or special fees, such as media support cost.	
Column 14	Total Cost	Indicates the total cost for the course.	
Column 15	Footnotes	Indicates that special information is available for the course.	
		X	General Information
		P	Course Prerequisite
		C	General Information and Prerequisite

Continued on next page

DANTES Catalog of Nationally Accredited Distance Learning Programs

Overview: Courses listed in the DANTES Catalog of Nationally Accredited Distance Learning Programs (DETC) are usually vocational technical courses. While these courses may meet the needs of the member, they should be informed that normally the courses taken through these institutions are not transferable to regionally accredited institutions.

Independent Study Courses

Counseling Tips

Who should take an Independent Study Course?

- Those who have previously taken college courses.
- Those who need specific courses to meet degree requirements.
- Those who wish to meet personal growth objectives
- Those who need specific skills for career advancement.
- Those who have successfully completed other correspondence courses.

Selecting the Student's *First* Independent Study Course

- Select a reading-oriented course, e.g., psychology, sociology, history, political science, or business.
 - Avoid accounting, English composition, math, and science courses unless student has a special background in that area.
 - If working toward a specific degree, check with that institution to ensure that the selected course will satisfy the degree requirement and be accepted in transfer.
-

Continued on next page

Independent Study Courses, Continued

Enrollment Procedures

DANTES Distance Learning Enrollment Form for Service Members (DANTES Form 1562/31) may be used to enroll with any of the institutions listed in the DISC or DETEC catalog. See the chapter on DANTES for ordering information.

The form must be filled out completely and accurately, signed by the applicant and by the certifying official (ESO).

- A money order, cashier's check, certified check, or personal check for the exact enrollment costs as listed for the specific course should be mailed to the institution with the first two copies of the form.
 - Some institutions require separate payment for books. Check the Institutional page in Section 2 of the DISC to determine the policy and mailing address.
 - If VA education benefits are claimed, the enrollment must include VA form 22-1990a.
 - Do not send copies of the form to DANTES or the USCG Institute.
-

Tuition Assistance (TA)

Since most Independent Study courses allow the student several months to complete the course, tuition assistance will be paid when the student successfully completes the course. **When the course is completed** eligible USCG members, shall submit the following documents to the USCG Institute to claim reimbursement:

1. USCG Form 4147, "Application for Off-Duty Assistance"
 2. Receipt showing dollars paid.
 3. Extract from the DISC showing tuition charges
 4. Copy of the grade report
-

Continued on next page

Independent Study Courses, Continued

Tuition Assistance (TA), continued

When the institution's catalog lists that the course must be completed in 18 weeks or less, tuition assistance may be provided at the time of course enrollment. In these rare situations, the documents listed below shall be submitted to the USCG Institute:

1. DANTES Distance Learning Enrollment Form
2. USCG Form 4147, "Application for Off-Duty Assistance"
3. Documentation from the institution confirming that the course must be completed within the 18-week window.

When the course is approved, a "TA Authorization Form" will be issued. This form should accompany the enrollment package to the institution.

For additional information on applying for TA, please see Chapter 12.

Chapter 5

Military Evaluations Program

Reference

The Guide to the Evaluation of Educational Experiences in the Armed Services (commonly referred to as the ACE Guide) and *The National Guide to Educational Credit for Training Programs* (also published by ACE). The ACE Guide is distributed by DANTES to all Education Centers that have established an account with DANTES and requested a copy of the Guide. For additional information on this process, see the chapter on DANTES. The National Guide must be purchased from ACE.

Overview

This program provides Coast Guard members with a head start over the traditional college student. Members can recognize a significant number of hours of college credit for learning experiences in the military. The ESO is the key to helping members achieve this valuable, free credit.

For nearly 50 years, the ACE Guide has been the standard reference work for recognizing learning acquired in the military. The National Guide is the civilian equivalent to the ACE Guide and contains recommendations for courses conducted by business, industry, labor unions, and other government agencies.

Rate credit

ACE conducts formal evaluations of the level of knowledge gained through learning experiences associated with on-the-job training and work experience. Therefore, every rate in the USCG has been evaluated for “Rate Credit.” Evaluators determine how much college course work a civilian has to complete to obtain the same level of knowledge as the member, and this is the credit recommended by ACE. As a petty officer progresses in rate (i.e., Third Class to Second Class) additional credit is recommended. This progress continues throughout the member’s career. Changes in rate will qualify the individual for credit for both rates (the new rate as well as the old rate.)

Service Schools

Courses listed in the ACE Guide are normally service schools conducted on a formal basis with a fixed curriculum, duration, and method of instruction. These include Recruit Training, “A” and “C” schools. For ACE evaluation, service schools must be at least one week or 45 academic hours in length.

Continued on next page

Military Evaluations Program, Continued

Correspondence Courses

Correspondence courses must have a proctored end-of-course test administered in a controlled environment to qualify for evaluation. Every course currently in circulation from the Institute has been or is in the process of being evaluated for college credit.

ACE Evaluation Process

For a course to be evaluated, the parent command (Training Center) must request the Institute to petition ACE to conduct a formal review and evaluation. The curriculum, tests and supporting materials are submitted to the USCG Institute for review and coordination with ACE. ACE will establish a team of subject-matter experts (usually college professors who teach a similar course at the collegiate level) to review the materials. The experts will visit the Training Center, audit the class, and interview students and learning outcomes. Based on this review, appropriate credit recommendations will be established.

Acceptance Of Military Credits

College credit listed in the ACE Guide is only a recommendation. It is not “real” credit until it is granted by a college or university. All colleges and universities are autonomous and decide what credit will be accepted by the institution. About 2,800 colleges will accept some of the ACE credit recommendations. Greater flexibility and acceptability will be recognized through those colleges that support military students. These colleges are frequently referred to as SOC schools, short for the Service member’s Opportunity College. For more information, see Chapter 10 on SOC.

Additionally, the correlation of the member’s area of study to the rate of the member will determine application of the military credits. For instance, should an Electronics Technician desire to pursue a degree in Anthropology, not many of the credits would apply to the major. However, should the same member desire to pursue a degree in electronics, much of the credit would apply.

Continued on next page

Using the Ace Guide

Layout

The ACE Guide is a three-volume publication. The volumes are:

- 1 – Army
- 2 – Navy
- 3 – Air Force, Coast Guard, Department of Defense, and Marine Corps.

The ACE Guide is published every two years and contains all information on all reviews conducted since 1990. Reviews conducted in between publications are disseminated in the *Handbook to the ACE Guide* which is published bi-annually. Many Coast Guard members are prior service, so it may be necessary to access other volumes of the Guide. There is also an archive edition of the ACE Guide that contains credit recommendations effective from 1954 to 1989.

As you review Volume 3 of the Guide, you will note that Coast Guard experiences are listed in separate sections: Coast Guard Course Exhibits, Coast Guard Aviator Exhibits, Coast Guard Enlisted Ratings Exhibits, and Coast Guard Warrant Officers Exhibits.

Keyword

book.

The easiest way to find courses is the “Keyword Index” in the back of the **Index**. An exhibit relevant to most members will be Recruit Training. In the “Keyword Index, turn to Recruit . Note three entries are listed. The Coast Guard Recruit Training is classified by the number “CG-2205-0035” (with CG standing for Coast Guard). This number is the ACE Identification (ID) number assigned to the course. The ACE ID number is very important. College administrators use this number to locate the entry and award appropriate credit.

To find the actual entry in the Guide, turn to the Coast Guard Course Exhibits section of the Guide and locate the number (arranged in numeric order by the first four and then the last four). As you review the entry, there are a couple of very **important points** to note:

1. Ensure the **training location** is the same as that stated in the Guide. If the location is other than the location listed in the Guide, the member does not receive credit for the course.

Continued on next page

Using the Ace Guide, Continued

2. Ensure the “Exhibit Dates” are inclusive of the date that the member attended the course. For instance, the exhibit dates for Recruit Training are “1/90 to Present”. Thus, the exhibit is applicable for anyone attending recruit training since 1/90 but would not apply to those attending prior to that date.

These are the two most important parts of the exhibit for the ESO to know. More specific instructions are located in the front of each volume of the ACE Guide.

Continued on next page

Documenting Military Experiences for College Credit

Overview: It is important for USCG members to document their military learning experiences while on active duty or in the reserves. To officially document a member's background, information maintained in the Personnel Management Information System (PMIS) and the CGI database is required. If a member does not have an education record established with the Voluntary Education (VE) Department of the Institute prior to separation, services cannot be provided as verification is not possible.

Requesting An Evaluation The form to use for this purpose is the "Educational Assessment Worksheet," **CGI Form 1560/04e** (see Figure 5-1). The purpose of this form is to:

1. establish an education file for the member
2. document the military learning experiences completed by the member
3. provide report of college credit recommended for relevant training
4. provide foundation for USCG transcript
5. provide degree plans for associate or bachelor's degree programs

Completing The Form **Section I. Military Training and Experience Information**
Rate/Rank: List each rate held and the effective dates. In those cases where the member was qualified for promotion but not advanced (by personal choice or due to a shortage of slots, etc) credit may still be granted. This type of credit is known as "Passed/Not Advanced" or PNA. To request PNA credit, members must provide a copy of the Service Wide Exam Results from HRSIC. To be eligible the member must achieve a score of 50 or greater on the service wide exam as applied to the final multiple points determining promotion eligibility. CWO will not receive PNA credit except for those who passed the WOSB (Warrant Officer Selection Battery) with a score of 50 percent or greater. In those cases where there is no service wide exam, there can be no PNA credit as there is not an objective form of measurement. Officers, other than CWO and aviators, do not receive credit for their rank.

Prior Service: If appropriate, members must attach a legible copy of the DD214. Copies of DD214s may be obtained from:
National Personnel Records Center
9700 Page Boulevard
St. Louis, MO 63132

Continued on next page

Documenting Military Experiences for College Credit

Completing The Form

Section II. Military School Information

Only list those military sponsored schools that were five days in length. This is the ACE criterion for evaluation of **military** schools, so any schools shorter in length have not been evaluated.

Other government sponsored schools (e.g., Environmental Protection Agency, Federal Law Enforcement Agency, etc) and some corporate training (Bell Lab, Dale Carnegie, etc.) do not have to be 5 days long, so encourage members to list all such schools and attach the Certificate of Completion.

Courses for which CEUs (Continuing Education Units) were awarded will not be listed on the form. CEUs are not transferable to collegiate credit.

Section III. Correspondence Courses

No action is necessary. The Institute Database will be accessed to verify correspondence courses completed by the member. Members should **not** attach letters of completion of courses.

Section IV. College Courses

A college transcript is desired (or a legible copy) that contains the course number and department that provided the instruction. This information is important in determining applicability to a degree plan.

Section V. College Level Examinations

Scores for all tests taken through the DANTES program since 1 July 94 should be on file with the CGI. Scores for test taken prior to 1 July 94 need to be documented by attaching a copy of the official score report. For information on obtaining a free score report for counseling purposes, see Chapter 3 on Examinations and the relevant section for the examination completed.

Section VI. Preferred Area of Study

Make sure that the area of study specified is one that is available through the Military Credit Recognition Schools. See Chapter 8, Military Credit Recognition Degree Programs, for a list of available degree programs.

Sections VII and VIII.

Self-explanatory.

Section IX. Unit Administrative Data

This section must be completed by the ESO. In the near future, the data may be electronically transmitted back to the ESO for counseling and interpretation with the member.

Continued on next page

Documenting Military Experiences for College Credit, Continued

The Authentication block is extremely important. The signature of this individual certifies that **all** the information reported by the member is correct. The authentication signatory, usually the ESO, should take whatever steps necessary to ensure the validity of the information. This form is subject to scrutiny and will be examined during the accreditation review of the Coast Guard Institute.

The ESO is a key member of the team and is heavily relied upon to make the system work effectively. Forms that are not properly completed and authenticated will NOT be processed.

Updating An Assessment

Once a member has established a record at the Institute and started working toward a degree, it is logical to update the assessment periodically. **The record cannot be updated every time the member completes a course.** Generally, one of the following conditions must apply for a formal update to be performed:

- a. Member has completed at least 15 additional semester hours of college credit (college or military).
- b. Member is close to completing degree requirements (within 15 semester hours).
- c. Member is ready to enroll with the college and wants to make sure all degree requirements have been fulfilled.

The form to use for updating an assessment is provided as Figure 5-2.

The form should **only contain documentation of educational experiences completed since the original assessment** was completed. Criterion for military schools and other government schools is the same as specified on the CGI 1560/04e. It is not necessary to return the old assessment.

Continued on next page

Documenting Military Experiences for College Credit, Continued

Follow-up

To determine if a member's request has been received, please review the Institute homepage at:

<http://www.uscg.mil/hq/cgi>

Click on Voluntary Education

Click on "Get Credit for Military Learning Experiences"

Click on "Status of Educational Assessment"

The estimated turnaround time is also noted on the web page.

To request a copy of a completed assessment/degree plan,

Members	ESO
Call 405-954-7231 Leave message to include: Complete name SSN Mailing address Phone number	Call 405-954-0072 To check status of applications not on homepage, to order forms, or duplicate packages.

Continued on next page

Educational Assessment Worksheet

Purpose: The information provided in this form is used to (1) complete an evaluation of college credits earned for military learning experiences, and (2) complete a degree plan showing how credits earned apply to an external degree program. Additionally, this information forms the foundation for the USCG transcript and must be completed before a transcript will be issued. Based on this data, an education record is established for the member at the Institute and a transcript can be issued when requested by the member.

Instructions for Completion:

1. Responses to the questions on this form must be clear and accurate. Omitting information, using abbreviations or acronyms, or failing to include support documentation may result in the Institute not be able to find the appropriate entry, delaying (or precluding) the processing of the application.
2. Transcripts from colleges attended by the applicant should be attached. (Copies are acceptable.)
3. The ESO signs the form certifying that the data provided is correct.
4. Type the information, if possible. If handwritten, please write clearly and legibly.
5. **INCOMPLETE FORMS WILL NOT BE PROCESSED.**

APPLICANT COMPLETES THIS SECTION:

Full Name: _____ **SSN:** _____
First Name Middle Last Name

Phone Number: _____ **Rate/Rank:** _____
(Work) (e.g. SN, YN3, LTJG)

Phone Number: _____ **Fax Number:** _____
(Home)

USCG Affiliation: Active Duty ____ Reserve ____ Civilian Employee ____ Spouse ____

Mailing Address (where results are to be mailed):

I. Military Training and Experience Information:

Member's Promotion History:

Promoted to: _____ Effective: _____ / _____
(e.g. SN) MM / YY

Promoted to: _____ Effective: _____ / _____
(e.g. YN3) MM / YY

Promoted to: _____ Effective: _____ / _____
(e.g. YN2) MM / YY

Promoted to: _____ Effective: _____ / _____
(e.g. YN1) MM / YY

Promoted to: _____ Effective: _____ / _____
(e.g. YNC) MM / YY

Prior Service Rate/MOS/AFSC:

(attach a copy of DD214).

Promoted to: _____ Effective: _____ / _____ to _____ / _____
(e.g., 91C10) MM / YY

Branch of Service _____

Promoted to: _____ Effective: _____ / _____ to _____ / _____
(e.g., 91C10) MM / YY

Branch of Service _____

Promoted to: _____ Effective: _____ / _____
(e.g. CWO2/Pers) MM / YY

Figure 5-1

Full Name: _____ **SSN:** _____

First Name Middle Last Name

II. Military School Information:

List only those USCG courses 5 or more days in length. List all courses attended from other DOD, government, or private agencies unless continuing education units were awarded (CEUs). If CEUs were awarded the credits will not be transferable to collegiate level work. **Do not use abbreviations or acronyms. Insert the full title of the course as noted on the certificate of completion.**

[illegible]

Full Name: _____ **SSN:** _____
First Name Full Middle Name Last Name

III. Correspondence Courses

This section will be completed using data in the Institute Database reflecting correspondence courses you've completed which match evaluations conducted by the American Council on Education. Please do NOT attach copies of letters of completion. (Prior Service or other military services, attach documentation.)

IV. College Courses

Attach copies of transcripts reflecting any prior college courses completed.

V. College-Level Examinations

6. Attach copies of score reports documenting tests completed. **Score reports for national tests (i.e., CLEP) should be attached for tests taken prior to June 94. Also attach copies of AP or GRE Subject test score reports.**

VII. Degrees previously earned:

If you already have a bachelor's degree or higher, a degree plan will not be provided. See the USCG Institute homepage for links to college programs.

_____ at _____
(e.g. Associates in Arts in History) (e.g. Hometown State College, Youngstown, GA)

VIII. Member's Verification

In accordance with the Privacy Act, 5 USC Section 552, Family Education and Privacy Act of 1973, the applicant grants permission for the USCG Institute to provide personal and education information to partnership institutions to aid in degree completion. Personal information shall not be given to other institutions or to a third party without the applicant's written permission. ALDIST 102/94 authorizes the Institute to collect this information. The Institute will maintain the information in order to officially transcript applicant's military learning experiences. Failure to provide the requested information may adversely affect the college credit recommendations received by the applicant. Member's signature certifies that the foregoing information is true and accurate.

_____ / /
Member's Signature Date

IX. Unit Administrative Data: (To be completed by the Education Services Officer.)

The member above is scheduled for release from active duty: ____ / ____ / ____
MM/DD/YY

Preferred Areas of Study

ESOs are requested to counsel members in completing this section. If the member has prior college experience and knows the type of degree desired, so indicate. However, if the member is not certain of the type or major, or simply wants the fastest approach, advise them that usually a Liberal Studies degree will maximize the application of their military learning experiences.

_____ ☐ AA/AS ☐ BA/BS
(Intended major) (Indicate level)

Full Name: _____
First Name Full Middle Name Last Name

SSN: _____

Authentication: This application will **not be processed** without the signature of the Educational Services Officer, Personnel Officer, or Administrative Chief Petty Officer. The signature authority verifies that the information presented on this questionnaire is true and accurate and matches the information found in the Personnel Data Record of the individual. If a discrepancy appears in the information transferred from entries in the individual's personnel data record, the member must present the PERSRU with supporting documentation that identifies the error, such as course completion certificates from courses that were not entered in his/her record. Corrections must be made prior to submitting this form to the Institute.

Name of Verifying Official Rate/Rank Signature / /
Date

Title of Verifying Official Phone Number

E-MAIL address of command ESO _____
(In the future, the assessment and degree plan may be electronically returned to the ESO.)

Official Mailing Address of Command:

MAIL COMPLETED FORM TO:

COMMANDING OFFICER
USCG INSTITUTE (VE)
5900 SW 64TH ST RM 235 MPB
OKLAHOMA CITY, OK 73169-6990

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD INSTITUTE (5/99) CGI 1560/08a	<h1 style="margin: 0;">UPDATE</h1> <h2 style="margin: 0;">Educational Assessment Worksheet</h2>
<p>Purpose: This form is used to update a member's educational assessment. To request an update, generally, one of the following conditions must apply for a formal update to be performed:</p> <div style="margin-top: 10px;"><input type="checkbox"/> Member has completed at least 15 additional semester hours of college credit (collegiate, military, or a combination).</div> <div style="margin-top: 10px;"><input type="checkbox"/> Member is within 15 semester hours of completing degree requirements.</div> <div style="margin-top: 10px;"><input type="checkbox"/> Member is ready to enroll with the college (attach enrollment form).</div> <div style="margin-top: 20px;"><p><u>Instructions for Completion:</u></p><ol style="list-style-type: none">1. Responses to the questions on this form must be clear and accurate. Omitting information, using abbreviations or acronyms, or failing to include support documentation may delay or preclude the Institute from processing the application.2. Transcripts from colleges attended by the applicant and college test score reports should be attached3. Type the information , if possible. If handwritten, please write clearly and legibly.4. INCOMPLETE FORMS WILL NOT BE PROCESSED.</div> <div style="background-color: #cccccc; padding: 5px; margin-top: 10px;">Applicant completes this section:</div> <div style="margin-top: 10px;"><p>Full Name: _____ SSN: _____</p><div style="display: flex; justify-content: space-around; font-size: small; margin-top: -10px;">First NameMiddleLast Name</div><p>Phone Number: _____ Rate/Rank: _____</p><div style="display: flex; justify-content: space-between; font-size: small; margin-top: -10px;">(Work)(e.g. SN, YN3, LTJG)</div><p>Phone Number: _____ Fax Number: _____</p><p>USCG Affiliation: Active Duty___ Reserve___ Civilian Employee___ Spouse___</p><p>Mailing Address (where results are to be mailed):</p><div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div><div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div><div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div><div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div></div>	

Figure 5-2

Full Name: _____ **SSN:** _____
First Name Middle Last Name

I. Military Training and Experience Information:

Attach copies of documents certifying completion of additional schools/courses, or advancements in rate/rank **since the initial submission.**

Member's Promotion History:

Promoted to: _____ Effective: _____ / _____
Promoted to: _____ Effective: _____ / _____

II. Military School Information:

(List only those USCG courses 5 or more days in length. List all courses attended from other DOD, government, or private agencies unless continuing education units were awarded (CEUs). If CEUs were awarded the credits will not be transferable to collegiate level work. **Do not use abbreviations or acronyms. Insert the full title of the course as noted on the certificate of completion.**)

Full Course Title (Basic Military Training, A School, C school, etc.)	Location/Sponsor (TraCen Cape May)	Course No	Length	Date Started	Date Completed

III. College Courses

Attach copies of grade reports (or transcripts) reflecting college courses completed.

IV. College-Level Examinations

Attach copies of score reports documenting tests completed.

V. Degrees earned since original submission:

_____ at _____
(e.g. Associates in Arts in History) (e.g. Hometown State College, Youngstown, GA)

VI. Member's Verification

In accordance with the Privacy Act, 5 USC Section 552, Family Education and Privacy Act of 1973, the applicant grants permission for the USCG Institute to provide personal and education information with partnership institutions. Personal information shall not be given to other institutions or to a third party without the applicant's written permission. ALDIST 102/94 authorizes the Institute to collect this information. The Institute will maintain the information in order to officially transcript applicant's military learning experiences. Failure to provide the requested information may adversely affect the college credit recommendations received by the applicant. Member's signature also certifies that the foregoing information is true and accurate

Member's Signature

Date

Full Name: _____ **SSN:** _____
First Name Middle Last Name

VII. Unit Administrative Data: (To be completed by the Education Services Officer.)

The member above is scheduled for release from active duty: ____ / ____ / ____
MM/DD/YY

Preferred Areas of Study

ESOs are requested to counsel members in completing this section. If the member has prior college experience and knows the type of degree desired, so indicate. However, if the member is not certain of the type or major, or simply wants the fastest approach, advise them that usually a Liberal Studies degree will maximize the application of their military learning experiences.

(Intended major) ☐ AA/AS ☐ BA/BS
(Indicate level)

Authentication: This application will **not be processed** without the signature of the Educational Services Officer, Personnel Officer, or Administrative Chief Petty Officer. The signature authority verifies that the information presented on this questionnaire is true and accurate and matches the information found in the Personnel Data Record of the individual. If a discrepancy appears in the information transferred from entries in the individual's personnel data record, the member must present the PERSRU with supporting documentation that identifies the error, such as course completion certificates from courses that were not entered in his/her record. Corrections must be made prior to submitting this form to the Institute.

Name of Verifying Official Rate/Rank Signature ____ / ____
Date

Title of Verifying Official Phone Number

E-MAIL address of command ESO: _____
(In the future, the assessment and degree plan may be electronically returned to the ESO.)

Official Mailing Address of Command:

MAIL COMPLETED FORM TO: COMMANDING OFFICER
USCG INSTITUTE (VE)
5900 SW 64TH ST RM 235 MPB
OKLAHOMA CITY, OK 73169-6990

Documenting Military Experiences for College Credit, Continued

Interpreting the Assessment

Figure 5-3 is a sample “Military Education Assessment.”

Information on the assessment is extracted from the ACE Guide or National Guide. Schools and courses may be verified by looking up the ACE ID number in the appropriate Guide.

The form is fairly self-explanatory.. The most common reasons why a certain course or school is not listed on the Assessment are listed below:

- * School or course was not recommended for credit when the member completed it.
- * Location of the course is not listed in the ACE Guide or National Guide.
- * School or course has not been reviewed for credit and is not listed in the Guide.
- * For correspondence courses, sometimes the edition of the course completed is not recommended for credit or has not been reviewed.

The CGI **cannot grant credit** for courses or schools. If credit has not been recommended by a nationally or regionally recognized agency, credit will not be listed.

Continued on next page

Military Education Assessment

Name: Fred J Flintstone

Student ID No.: 111-11-1111

Page 1 of 4

Rating Credit

From To: Dates member met performance

10/94 Pres

BOATSWAIN CHIEF WARRANT OFFICER

CWO (10/1/94 to Present)

CGW-BOSN-002

SH: UL/LL Area of

- 3 LL Personnel Supervision
- 3 UL Principles of Management
- 3 LL Field Experience in General Ship Operations
- 3 LL Safety and Hazardous Materials
- 6 UL Field Experience in Management
- 3 UL Law Enforcement, Police Adm, Criminology
- 3 UL Budget Planning and Administration
- 3 LL Technical Writing and Communications

09/81 05/85

BOATSWAIN'S MATE CHIEF

BMC (1/1/71 to 12/1/89)

CGR-BM-001

SH: UL/LL Area of

- 0 * Based on Institutional Evaluation
 - 3 LL Principles of Management
 - 0 LL Small Boat Handling
 - 3 LL Law Enforcement
 - 6 LL Seamanship
 - 6 LL Vessel Maintenance
 - 1 LL General Office Procedures
 - 3 LL Personnel Supervision
-

Continued on next page

Figure 5-3

Military Education Assessment

Name: Fred J Flintstone

Student ID No.: 111-11-1111

Page 2 of 4

Rating Credit

From To: Dates member met performance

10/79 09/81

BOATSWAIN'S MATE FIRST CLASS

BM1 (1/1/71 to 12/1/89)

CGR-BM-001

SH: UL/LL Area of

- 1 LL Small Boat Handling
- 2 LL Personnel Supervision
- 1 LL Law Enforcement
- 1 LL General Office Procedures
- 1 LL Seamanship
- 3 LL Vessel Maintenance

Resident Course Credit

From To: Training Location: Length:

10/86 10/86 ATTC Eliz City Elizabeth City, NC [2-3]

INSTRUCTOR/COURSE DEVELOPER (ATTC)

(9/1/85 to 12/1/89)

CG-1406-0004

SH: UL/LL Area of

- 1 UL Instructional Methods

From To: Training Location: Length:

09/83 09/83 Tracen Petaluma Petaluma, CA [2]

LEADERSHIP AND MANAGEMENT

(10/1/80 to 6/1/84)

CG-1717-0006

SH: UL/LL Area of

- 3 LL Human Relations/Management

Continued on next page

Military Education Assessment

Name: Fred J Flintstone

Student ID No.: 111-11-1111

Page 3 of 4

Resident Course Credit

From	To:	Training	Location:	Length:
<u>06/80</u>	<u>07/80</u>	<u>RTC Yorktown</u>	<u>Virginia</u>	<u>[5]</u>
MARITIME LAW ENFORCEMENT (12/1/77 to 9/1/82)				CG-1728-0003

SH: **UL/LL** **Area of**
3 LL Law Enforcement
1 LL Political Science

Correspondence Course Credit

Training	Location:	Date	
<u>CG Institute</u>	<u>Oklahoma City, Ok</u>	<u>06/82</u>	
BOATSWAIN'S MATE CHIEF			CG-1408-0016
BMC	Course Number: 009-5	(6/1/78 to 12/1/89)	

SH: **UL/L** **Area of**
2 LL Organizational Behavior
1 UL Methods of Instruction

Training	Location:	Date	
<u>CG Institute</u>	<u>Oklahoma City, Ok</u>	<u>12/78</u>	
BOATSWAIN'S MATE FIRST CLASS			CG-1708-0004
BM1	Course Number: 109-5,4	(6/1/78 to 4/1/83)	

SH: **UL/L** **Area of**
2 LL Advanced Navigation

Training	Location:	Date	
<u>CG Institute</u>	<u>Oklahoma City, Ok</u>	<u>12/77</u>	
BOATSWAIN'S MATE SECOND CLASS			CG-1708-0003
BM2	Course Number: 209-7	(1/1/77 to 4/1/82)	

SH: **UL/L** **Area of**
2 LL Seamanship II

Continued on next page

Military Education Assessment

Name: Fred J Flintstone

Student ID No.: 111-11-1111

Page 4 of 4

Correspondence Course Credit

Training	Location:	Date	
CG Institute	Oklahoma City, Ok	01/85	
NAVIGATION RULES			CG-1708-0005
NAVRUL	Course Number: 469-2	(3/1/82 to 5/1/88)	
SH: 2	UL/L LL	Area of Navigation	

Traditional Course Credit

3	LL	American Govt	Univ of Alaska
3	LL	Biology I	Columbia Col
3	LL	English Comp I	Albemarle Col
3	LL	Physical Science	OK State - OKC

Non-Traditional College Credit (CLEP, DANTES SST's ACT PEP's, etc.)

6	LL	Natural Sciences (440 000721)	CLEP General
---	----	-------------------------------	--------------

* * * No further entries * * *

The above information is true and accurate.

Note: This is not an official transcript. Should an official transcript be required for enrollment with a college/university or potential employer submit USCG Institute Form 1560/9. The form is available on our homepage at <http://www.uscg.mil/hq/cgi> or from the unit Education Services Officer.

Evaluated by:	<u>BRUBBLE</u>	Date:	<u>5/15/01</u>
Reviewed		Date:	

Continued on next page

Documenting Military Experiences for College Credit, Continued

Other Ways to Document Military Learning Experiences

DD Form 295

The “Application for the Evaluation of Learning Experiences During Military Services” is an official method of documenting military learning experiences acceptable to colleges and potential employers.

This form should be used when the member does not have time to order an official transcript from the Institute. (See Chapter 6 for additional information on transcripts.) This form can only be initiated when the member is on active duty or a drilling reservist.

Completing the Form

When completing the DD 295, the ESO is responsible for researching the ACE ID numbers and inserting the correct number in block 19 of the form.

The ESO signs the form in block 18 certifying that the information provided is correct. It is **important** to take the necessary time to **verify** the information. Request the training officer or administrative yeoman to provide an extract from the personnel data base, or require the member to provide official documents showing completion of the schools listed.

A printout of correspondence courses completed by the member is available by sending a rapid draft to the CGI (SS) and requesting a Student Historical Report.

Blank forms may be ordered from DANTES. See Chapter 2, DANTES, and order stock number 2121.

Chapter 6

Transcripts

Introduction

The Official USCG Registered transcript is based on the Military Education Assessment (refer to page 5-5 for additional information). Before an official transcript is issued information on the assessment is verified for accuracy. The information in the PMIS should mirror the information on the transcript. Individuals should be advised to review their PMIS record and take the necessary action to keep it up-to-date.

The transcripts issued by the CGI reflect the credits recommended by the American Council on Education in either the ACE Guide or the National Guide. **Members should be informed that college credits originated by other institutions are NOT listed on the CGI transcript.** The college originating the credits must send a transcript directly to the receiving institution. **To be accepted by a college or university, the transcript must be sent directly to the institution, or in a sealed envelope to the member and delivered unopened to the institution.**

Requesting a Transcript

Steps for requesting an official transcript.

1. Complete the CGI Form **1560/06e**, "Educational Assessment Worksheet."

Once the assessment has been completed, the record is maintained for **twenty years** and a transcript may be requested at anytime.

2. The individual must request the official transcript. Due to provisions of the **Family Education and Privacy Act of 1973**, information on the individual cannot be released to a third party without the individual's consent. A Transcript Request Form is provided as Figure 6-1.

Continued on next page

DEPARTMENT OF
TRANSPORTATION
U.S. COAST GUARD
INSTITUTE (5/99)
CGI 1560/09a

USCG TRANSCRIPT REQUEST FORM

Purpose: This form is to be used to request an official transcript of an individual's military learning experiences. To validate information for the transcript the member must have an education record on file with the Coast Guard Institute. To establish an education record members shall complete CGI Form 1560/04e while on active duty or as a drilling reservist. If separated or retired since the assessment was completed, attach a copy of DD Form 214.

First Name

Middle Initial

Last Name

Street Address

City

ST

Zip

Social Security Number: _____ Phone Number: _____

Mail official transcript to:

University/College Name

Street Address

Street Address

City, State, Zip

Attn: _____

In accordance with the Privacy Act, 5 USC Section 552, Family Education and Privacy Act of 1973, I authorize the USCG Institute to release my transcript to the party listed above. I understand that a copy of the transcript will be provided to me at the above address. If there are any questions, please contact me at the phone number above.

Member's Signature

Mail this form to:

USCG Institute (VE)
5900 SW 64th ST RM 235
Oklahoma City, OK 73169-6990

FIGURE 6-1

INSTRUCTIONS for completing the Transcript Request Form

Introduction

The Official USCG Registered transcript is based on the Military Education Assessment. Before an official transcript is issued information on the assessment is verified for accuracy. The information in the PMIS should mirror the information on the transcript. Members are advised to review their PMIS record and take the necessary action to keep it up-to-date. **Members must request an educational assessment while on active duty or as a reservist.**

The transcripts issued by the CGI reflect the credits recommended by the American Council on Education in either the ACE Guide or the National Guide. **Credits originated by other colleges will not be listed on the CGI transcript**. To be accepted in transfer by other institutions a transcript must be provided from the originating institution.

Requesting a Transcript

Steps for requesting an official transcript.

1. Complete the CGI Form 1560/06e, "Educational Assessment Worksheet." Once the assessment has been completed, the Institute maintains the record indefinitely and a transcript may be requested at anytime.
2. The individual must request the official transcript. Due to the Privacy Act, information on the individual cannot be released to a third party without the individuals written consent. Electronic signatures are not sufficient.

Chapter 7

Military Credit Recognition Degree Programs

Degree Planning

Introduction

It is not easy to complete a degree while serving on active duty in the military. The key to successfully completing a degree while on active duty is to maximize the non-traditional credit options and supplement them with traditional classes. Members should take advantage of every opportunity to gain credit for:

- * military learning experiences
 - * college level testing
 - * independent study courses
 - * traditional college classes
-

Background

There are four academic institutions in the United States that allow all the course work to be completed outside of the institution. There is no residency requirement to worry about and no classes to take through the institution granting the degree. The key to degree completion is to complete all the institution's requirements. The institutions are:

1. University of Phoenix (AA program only)
 2. Excelsior College
 3. Thomas Edison State College
 4. Charter Oak State College
-

Accreditation

These institutions are all regionally accredited which is the most desirable type of accreditation for collegiate work. Graduates from these institutions have gone on to complete graduate degrees from some of the most prestigious institutions in the country.

Continued on next page

Military Credit Recognition Degree Programs, Continued

Subject Areas

All degree plans refer to the following terms:

Arts and Sciences
Liberal Arts
General Education Requirements

In most cases these terms are referring to the same area of study. These are traditional college subjects required to satisfy the core requirements of the degree. All of the subject areas and disciplines listed below refer to the elusive terms above:

Communication Arts **

English Composition	Writing Skills	Speech
Interpersonal Communications		
Intercultural Communications		

** All college programs described in this section require at least one college course in English composition or one of the nationally recognized college credit examinations.

Humanities

Art	Philosophy	Theater
Music	Foreign Language*	Ethics
Literature	Religion	

* Considered a Communications course at the University of Phoenix, but it is still liberal arts, arts and science or general education.

Social Sciences and History

Psychology	Anthropology	Geography
Sociology	Economics	History
Political Science		

Natural Sciences and Mathematics

Anatomy and Physiology	Biology	Genetics
Microbiology	Algebra	Physics
Chemistry	Calculus	

Continued on next page

Military Credit Recognition Degree Programs, Continued

Another group of terms encountered in degree planning is:

Applied and Professional Subjects
Free Electives

Courses applicable to this area will be the majority of the credits recommended for military learning experiences as well as management and business courses. Here are some examples:

Applied and Professional Subjects/Free Electives
--

Nutrition	Health	Social Work
Criminal Justice	Law	Education
First Aid	Computer Science	Management
Business	Accounting	

These are general guidelines and may not be applicable to all degree plans. Several figures follow this page to provide amplifying information on counseling members about degree plans.

Figure 8-1, A **Guide** containing basic information for students and is distributed with all degree plans.

Figure 8-2, A sample annotated degree plan.

Figure 8-3, **Options for Degree Completions** flyer is also distributed with all degree plans. This flyer frequently refers members to the ESO for assistance.

Selecting the best Degree Plan

For specific information refer to the section of this publication applicable to the associated college. Frequently, members desire to obtain the degree best fitting their education and career background (or the fastest approach). What advice can you as the ESO provide to the member? The following matrix may be helpful in helping to determine the best approach. This matrix is only intended as a guide. It is impossible to determine the most appropriate degree plan without having full knowledge of the individual's educational background and some idea of the goal that the member's is trying to obtain.

Highlights

- Secrets To Understanding your Assessment
- Information on Degree Plans
- Names and phone numbers of University Personnel

Inside

1. How To Save Time in the Future
2. How To Complete your Degree
3. General Information on Cooperating Colleges

The Guide.....

.....To Understanding your Assessment and Degree Plan

The first step on the road to completing your degree

Now that you've received the printouts where do you go from here? This Guide will assist you in understanding the information provided.

Military Education Assessment

The Assessment provides a listing of the college credit you've earned through your military training and experience, as determined by the American Council on Education (ACE). This assessment is only as accurate as the information provided. There may be courses you've attended that are not listed on the Assessment. Here are some of the most common reasons:

- * The course was not evaluated by ACE for college credit at the time you attended.

- * The course has changed since ACE's evaluation, and it has not been reassessed for credit.

- * The course has not been evaluated by ACE. (Courses must be 40 hours in length to be evaluated by ACE.)

There are five sections to the Assessment form:

- 1 The Rate Credit is that credit you've earned for the work you do

in the USCG. This credit increases as you move up in rank.

- 2 The Resident Course Credit section lists credit for "A" and "C" Schools and other USCG Resident schools you've attended

- 3 The Correspondence Course section lists credits earned for correspondence courses you've completed.

- 4 The Traditional College section lists the courses you've completed through regionally accredited universities.

- 5 The Non-Traditional Credit section lists credit earned through college-level testing.

The Degree Plans

The degree plans are based on information provided by the four colleges who have established military credit recognition degree programs. These programs allow you:

- Maximum application of credit earned through military service.
- Maximum application of credit earned by passing college-level examinations.
- To complete all the requirements outside the college.

By no means are these the only degree programs available through distance delivery but they are the only institutions that allow you to complete all your coursework outside their institution.

To understand the information on your degree plan(s), compare your printouts with the following information as appropriate.

- 1 Note the name of the school at the top of your degree plan. You received one or two degree plans depending on your educational background and goals.

- 2 As you review your degree plan, note the subject categories (i.e., Communications, Humanities, Social Sciences/History, etc.) and how many semester hours of coursework are required to satisfy the universities requirement. The last column shows how many semester hours that you have earned in that subject area.

- 3 If you have not earned the necessary credits, the degree plans lists college credit examinations that you can take to satisfy the requirement.

FIGURE 7-1

Military Credit Recognition Degree Programs, Continued

These are general guidelines and other criterion may be applicable. The main concern is to ensure that the member is serious and working toward an educational goal. **General operating procedures in the VE department are to provide an AA/AS degree plan for all personnel. Those members who have 15 semester hours of college credit (or college credit exams) AND 45 semester hours of free elective credits also receive a bachelor's degree plan. Those members, who already have a bachelor's degree, are not provided a degree plan. These members should be directed to the homepage at <http://www.uscg.mil/hq/cgi>, select voluntary education, and click on choosing the appropriate degree plan. Due to limited resources, the number of degree plans provided will be limited so members should ensure they request the desired plan.**

Enrollment

Members should be aware that all these institutions charge an enrollment fee as well as an **annual maintenance fee**. Members who enroll and do not finish their degree within the allotted time are required to pay an annual maintenance fee to continue their degree program.

The degree plan issued by the CGI outlines the degree requirements and shows how the member's educational experiences apply to that degree. The summary sheet shows exactly what credits are required to complete the degree. The primary reason that the CGI issues degree plans is to minimize the member's expense by showing credits required so the member can determine how long it will take to complete the additional courses (credits) required. (Phoenix and Edison allow 2 years to complete the degree.) Members should be advised about the maintenance fee prior to enrolling.

Enrollment forms for these institutions may be obtained from the Institute **homepage at <http://www.uscg.mil/hq/cgi>, click on Voluntary Education and then on College Enrollment.. Additional information is provided on the college enrollment checklist provided as Figure 8. To receive the fee reduction noted on the homepage, enrollment forms must be forwarded through the Institute and include a copy of the degree plan.**

The completed application is forwarded to CGI. If checks are included in the package, members shall be instructed to staple the check to the area of the application concerning fees.

Continued on next page

Military Credit Recognition Degree Programs, Continued

Selecting the most appropriate rate related degree plan.

This table uses the number of semester hours of credit earned and the individual's rate. Additionally, some of the colleges have similar degree programs at which point the student should determine which degree meets their goals. Additionally, students may be interested in a degree that is not associated with their military occupation.

RATE	COLLEGE CREDIT EARNED	AA/AS COST	BA/BS COST	NOTES
GM, FT MK, DC	15 SH	Excelsior AAT	Excelsior BST or Thomas Edison BSAST (Elec Tech)	NOTE- 1,5
	30 (15 U/L)	Excelsior AAT	Excelsior BST	NOTE- 1
	0 SH	Phoenix AA*		NOTE- 2,5
TT, ET EM, TC	15 SH	Excelsior AAT	Excelsior BST or Thomas Edison BSAST	NOTE- 1,5
	30 (15 U/L)	Excelsior AAT	Excelsior BST	NOTE- 1,5
	0 SH	Phoenix AA*		NOTE- 2,5
FS	15 SH	Phoenix AA*	Excelsior BS Lib Studies	
	W/Bus Core	Excelsior ASB or Edison ASM	Edison Bus Admin Health Mgt	Note- 5
	60/+15U/L		Charter Ind Studies	Note- 3,4
	0 SH	Edison Occup Studies AAS		Note- 2,5
HS	15 SH	Edison AAS	Excelsior BS Nursing Excelsior BS Lib Studies	Note- 5
	W/Bus Core	Edison AAS or ASM \$587.50	Edison Bus Admin	Note- 5
	60/+15 U/L		Charter Ind Studies	Note- 3,4
	0 SH	Phoenix AA \$0*		Note- 2
PA	15 SH	Phoenix AA \$0*	Excelsior BS Lib Studies	
	30 SH	Phoenix AA \$0*	Edison Com/Journal	Note- 5
	0 SH	Phoenix AA \$0*		Note- 2
MST	15 SH	Phoenix AA \$0*	Edison BSAST Env Science	Note- 5
	0 SH	Edison AAS \$587.50		Note- 2,5

Continued on next page

AMT, AVT, AST	A&P + 15	Edison ASAST Av Maint	Edison BSAST Av Maint	Note- 5
	A&P + 30		Edison BSAST Av Maint \$745	Note- 5
	15 No A&P	Phoenix AA \$0*	Excelsior BS Lib Studies \$895	
	0	Phoenix AA \$0*	Excelsior BSLiberal Studies \$895	Note- 2
SK	15 SH	Phoenix AA \$0*	Excelsior BA Lib Studies \$895	
	W/Bus Core	Excelsior ASB \$665	Edison Bus Admin \$745	Note- 5
	60/15+U/L		Charter Ind Studies \$892	Note- 3,4
	0 SH	Excelsior AAS Ad/Mgt \$665	Edison Bus Admin \$745	Note- 2,5
YN	15 SH	Phoenix AA \$0*	Excelsior Lib Studies \$895	
	W/Bus Core	Excelsior ASB \$665	Edison BS Bus Admin\$745	Note- 5
	60/15+U/L		Charter Ind Studies \$892	Note- 3,4
	0 SH	Excelsior AAS Ad/Mgt \$665	Edison Bus Admin \$745	Note- 2,5

Footnote::

- = If T/A and Mutual Assistance (or Foundation Grant) is used the cost to the member is zero.

Continued on next page

Military Credit Recognition Degree Programs, Continued

Fees

Through partnership agreements, reduced fees are available to those personnel who *enroll through the USCG Institute* and provide a copy of the degree plan completed by the Institute. Fees are subject to change and the current fee is listed on the degree plan provided to the student. Following are the fees negotiated with the institutions through our partnerships:

School Name	Degree Program	Application/ Initial Evaluation	Graduation Fee	Total Fees	Other Fees
Thomas Edison State College	AA/AAS/ AS (MDCP)	\$275	\$ 155	\$430	6 sh @ \$105 per sh (upfront TA applies)
	All Bachelors (MDCP)	\$275	\$175	\$430	12 sh @ \$105 per sh (upfront TA applies)
	Traditional Program (Transfer in all credits - all levels)	\$760	\$155	\$915	
Excelsior College	AA/AS	\$ 495	\$ 215	\$ 710	
	AAS/AOS	\$385	\$210	\$595	
	BA/BS (liberal Arts areas Only)	\$ 695	\$ 245	\$ 940	
Charter Oak State College	AA/AS	\$ 367	\$ 140	\$ 507	
	BA/BS	\$ 502	\$ 390	\$ 892	
Phoenix University	AA	\$35	\$40	\$75	EML-299 @ \$495 w/TA total cost is \$198.75..

:

Military Credit Recognition Degree Programs, Continued

Notes:

1- College credit needs to be evenly distributed in basic arts and science areas

2- BA/BS not provided by CG INSTITUTE until the member has at least 15 hours of college credit through college level testing or traditional college coursework.

3- **Best for members with 15+ U/L military credits plus 30+ A&S credit.**

Required 120 credits with a minimum of 60 in the Arts and Sciences plus a faculty approved concentration of 36 credits. No more than 90 credits earned at two-year institutions can be credited toward the degree. The concentration includes a minimum of 36 credits in a single subject or combination of subjects. At least 15 credits must be at the upper level and a minimum of 27 credits must be beyond the basic (typically freshman) level. Important note: 30-32 credits in the Concentration and/or Electives must be in the Arts and Sciences area.

4. **Business Core** refers to the group of courses required by the school of business.

They include but are not limited to: Macro/Micro economics, Accounting I/II, Business Law, Statistics, Marketing, Business Policy, etc.

5. Fees listed for **Thomas Edison State College** are for the Military Degree Completion Program (MDCP). The MDCP requires that some coursework be completed through the institution. At the associate level, students are required to complete six SH and at the bachelors level 12 SH is required. Cost is \$105 per SH. These prices are as current as of spring 2001 and subject to change. Current fees will be reflected in degree plans offered by the Coast Guard Institute. Fees listed above include the cost of the required courses assuming that TA is paid for the course. Members who do not seek TA would be better served with the traditional program. The traditional program allows all credits to be transferred into the school and the cost is currently \$915 for all programs.

Continued on next page

4 If you don't like to take tests, you can take college classes in the appropriate areas to satisfy the requirements and transfer the credits to the University. Subject areas that will satisfy the requirements are listed on the plan as well as any specific course requirements. Each plan contains a summary sheet showing how many credits you still need to complete and the costs of completing your degree through these institutions.

College Subject Areas

All degree plans refer to some of the following terms:

Arts and Sciences
Liberal Arts
General Education
Requirements

In most cases these terms are referring to the same area of study. These are traditional college subjects required to satisfy the core requirements of the degree. All of the subject areas and disciplines listed below refer to the elusive terms above:

Communication Arts **

English Composition
Writing Skills
Speech
Interpersonal
Communications
Intercultural
Communications

** All college programs require at least one college course in English composition or one of the nationally recognized college credit examinations.

Humanities

Art
Philosophy
Theater
Music
Foreign Language*

Ethics
Literature
Religion

* Considered a Communications course at the University of Phoenix, but it is still liberal arts, arts and science or general education.

Social Sciences and History

Psychology
Anthropology
Geography
Sociology
Economics
History
Political Science
American Government

Natural Sciences and Mathematics

Anatomy and Physiology
Biology
Genetics
Microbiology
Algebra
Physics
Chemistry
Calculus
Mathematics

Liberal Arts Electives

Credits applicable to this area are those left over from the previous areas. Let's say your degree plan required 6 sh in communication arts and you had 9 sh, the additional 3 sh would be applied to this area. If you need additional hours in this area, select one (or more) of the subjects from the preceding lists (communication arts, humanities, social sciences, history, natural sciences, mathematics) and take a course or test to satisfy the requirement. The only word of caution is to be careful not to duplicate course work already completed. If you already have credit for American Government, you would not want

to take another course or test in American Government.

Applied and Professional Subjects Free Electives

Courses applicable to this area will be the majority of the credits recommended for military learning experiences as well as management and business courses. Here are some examples:

Nutrition
Health
Social Work
Criminal Justice
Law Enforcement
Education
First Aid
Computer Science
Management
Business
Accounting

These are general guidelines as such are not all-inclusive and may not be applicable to all degree plans. Work with your ESO to determine what courses/tests will satisfy the requirements.

College Overview

The University of Phoenix

This institution offers AA, BS, and Masters Programs through directed study, many of which are computer facilitated. Their AA (Associate of Arts) is designed to confer rate-related degrees. Subject areas are; Aviation Technology, Criminal Justice, Technical Studies, Electronics Technology, Personnel Administration, Marine Environmental Sciences, and numerous Health Services related areas. A minimum of 15 semester hours (sh) in the concentration is required. The concentration areas you have the option of choosing from are indicated in bold print at the end of the degree plan. The University has one required writing

course, in addition to English Composition (101), which is completed after enrolling. For more information, please contact the University at 800-800-7006. Or visit their homepage at <http://www.uophx.edu/gettoknow.htm>. For an enrollment package contact the Institute. California residents are not allowed to enroll in this program.

Excelsior College

This institution offers Associate's and Bachelor's Degrees. While their technical, business, and nursing degrees have specific course requirements, their liberal arts degrees only require a set number and level of courses in specified categories. The BS (Bachelor of Science) degree requires one year (30 sh) of upper level (UL) credits of which 21 sh must be in arts and sciences and the other 9 sh may be in any subject. In this degree program, a "Concentrated Subject Option" is commonly referred to as a "major", while a "Depth Group" is referred to as a "minor." You have two options:

- 1 A concentration requires completion of at least 10 courses in the subject area, five of which must be UL. Many of these courses may be waived by passing a GRE Subject Exam in a liberal arts subject area.
- 2 The Liberal Studies option allows you to declare two minors instead of a major. One depth group must be in a liberal arts subject, while the other may be in any subject area.

For additional information contact the College at 518-464-8500 or visit their homepage at <http://www.regents.edu/099.htm>. For an enrollment package, contact the Institute.

Charter Oak State College

This institution offers Associate's and Bachelor's degrees in a wide range of subject areas. The college requires higher scores on the CLEP General. Their bachelor's program requires 30-32 sh in Arts and Sciences and only 15 UL credits. The 15 UL credits can be earned through your military related training if you elect the Bachelors in Individualized Studies. This unique program allows you to combine traditional collegiate subjects with your occupational credits thereby tailoring your degree to your background and interests. You must write a short essay justifying the degree plan and explaining how it will benefit you in the future. Members electing to enroll with Charter receive in-state rates which makes this the cheapest bachelor's program in the system.

For additional information contact the college at 860-666-4595. For an enrollment package, contact the Institute.

Thomas Edison State College.

This institution offers a variety of Associate's and Bachelor's degrees in fields such as aviation maintenance, flight technology, mechanical engineering, electrical engineering, electronics, environmental science, etc. Edison offers degree programs in specific subjects not offered by the other schools. Their Bachelor of Science in Applied Science and Technology may have more difficult requirements, such as Physics I & II with lab, two or more Algebra courses, Statistics, Technical Report Writing, etc. Edison has a new program whereby you can complete 6 sh of coursework for \$480 making this a very competitive program. When ready to enroll, members receive the in-state rate.

For additional information, contact the College at 609-292-

6565 or visit their homepage at <http://www.cosc.edu>. For an enrollment package contact the Institute.

Update your Plan

As you progress through your plan, you will no doubt want it updated.

Don't contact us every time you complete a course or pass a test.

Keep following the plan until:

- 1 You have completed an additional 15 sh of credits (military or collegiate), or
- 2 You are within 12 sh of completing your degree, or
- 3 You are ready to enroll with the college.

To update your plan, submit CGI Form 1560/08a. The form is available from your ESO or on our homepage at <http://www.uscg.mil/hq/cgi>.

Transcripts

Whenever you desire, an official registered USCG Transcript may be provided to any institution, employer, etc. that you desire. Due to provisions of the Privacy Act, your signature is required to release your transcript to a third party. Therefore, to request an official transcript, please submit CGI Form 1560/09a. The form is available from the unit ESO or from our homepage at <http://www.uscg.mil/hq/cgi>.

College Enrollment

When you are ready to enroll with the college, see the Institute homepage at <http://www.uscg.mil/hq/cgi> (click on Voluntary Education and then on college enrollment) for enrollment application. The site includes pertinent forms and a checklist to ensure you have all the required materials.

Summary



Each of the colleges charge an annual assessment fee to keep your record open. So save your money for now and follow the plan.

You can earn your degree while serving your country in the Coast Guard.

SAMPLE

DEGREE PLAN for ASSOCIATE OF SCIENCE DEGREE Excelsior College Degree Programs

Type of degree
And
College Name

Student's Name: Stanley B. Demo

SUBJECT CATEGORY	General Education Courses required by the College. Followed by listing of courses that satisfy the requirement.	Semester Hours (SH) Required by	Semester Hours Achieved (ACHVD)
SH REQD	SH ACHVD		
Humanities & Communication Arts	This area includes subjects such as: English Composition, Speech, Technical Writing, Music, Art, Journalism, Foreign Language, Literature, Philosophy, Religion, and Theater Arts.	9	6
(Clep Gen. Humanities - 6 sh) *	Examinations that satisfy the requirement are listed here. Other exams may also be acceptable. See Figure 3-3.		
3 sh 3 sh	English Comp I Oral Communication	University of Life	
Social Sciences / History	This area includes subjects such as: Anthropology, Demography, Archaeology, Geography, American History, Western Civilization. Political Science, Government, Psychology, and Sociology. (Clep Gen. Social Sciences/History - 6 sh) *	6	0
Natural Sciences / Mathematics	This area includes subjects such as: Mathematics, Algebra, Statistics, Calculus, Biology, Chemistry, Physics, Geology, Anatomy. (Clep Gen. Natural Sciences - 6 sh) * (Clep Gen. Mathematics - 3 sh)~*	9	0

Figure 7-2

Continued on next page

Student's Name: Stanley B. Demo

SUBJECT CATEGORY	SH REQD	SH ACHVD
Quantitative Reasoning This area includes subjects such as: math, statistics, logic, or computer programming; and may be satisfied in other areas of the degree plan. The + sign identifies the course that satisfies this requirement.	2	0
Liberal Arts Electives This area includes subjects such as those listed on the prior page. (Clep Gen. Mathematics - 3 sh)~* (Clep Gen. Humanities - 3 sh)~*	6	0
Free Electives This area includes subjects such as: Business/Management, Technical Skills, Computer Science.	28	0
TOTAL60	

See page 8-3 for a list of Liberal Arts courses.

Most credit earned for military experiences will apply to this area. Excelsior will not award credit for Physical Education courses.

Total semester hours required for the degree.

Continued on next page

Summary specifies semester hours needed to complete the degree.

Unofficial Advisory

EXCELSIOR SUMMARY

To complete your Associates Degree from the Excelsior College, it appears you **need to complete** the following courses/semester hours:

Humanities/Communication Arts	3 sh
Social Sciences/History	6 sh
Natural Sciences/Mathematics	9 sh
Liberal Arts Electives	0 sh
Free Electives	0 sh

sh = semester hours

Program Cost:	Application/Eval	\$350
	Graduation Fee	\$200
	Total	\$550

These are the applicable fees at the time the plan is completed. Costs change yearly.

To enroll in the University of the New York, contact the Institute for an application.

*Note these are administrative costs. Does not include the cost of any courses required to meet the degree requirements.

Degree Plan completed by:

Date completed:

Continued on next page

OPTIONS FOR DEGREE COMPLETION

Step 1.....CLEP General Examinations

Complete the **CLEP General Exams** noted by an * on the degree plan. Remember, all the college credit examinations are free.

The CLEP General Exams are:

English Composition with or without Essay (Phoenix is the only institution that will accept this exam without the essay. If applying at Excelsior, be aware that they require their own English Composition exam in lieu of the CLEP.)

Social Sciences and History

Natural Sciences

Mathematics

Humanities

Practice Test. There is a practice test for each of the examinations. The practice test provides an outline of the content of the test, sample questions and answers, as well as reference textbooks. The practice test should be available from the unit ESO or on-line at <http://cbweb1.collegeboard.org/clep/html.indx001.html>. If you can pass two thirds of the questions correctly on the practice test, you CAN pass the test. The CLEP General exams are multiple-choice exams. You have 90-minutes to complete the test and are penalized for guessing. If you don't know the answer, leave the question blank.

Study Materials. If you need more study, see *The Student Guide to Success (SGS)* and order the preparatory materials. A CLEP preparatory videotape series is available for each of the exams. The programs are free of charge when ordered through the SGS. The SGS should be available from the unit ESO. Additionally, it is on the Institute homepage at <http://www.uscg.mil/hq/cgi>. The textbook that accompanies the videotape is available from COMEX at 1-800-543-6959 for approximately \$7.77. The Student Guide to Success is also known as Part IV of the ESO Guide, Directory of Audio and Video Courses.

Testing. Contact the DANTES Test Control Officer (TCO) for your unit. Usually the TCO is also the ESO (Education Services Officer). If your unit does not have a DANTES TCO, the ESO should be able to contact the nearest TCO and make the arrangements for your test. If your ESO is not available, contact the nearest DOD Education Center (also many guard and reserve installations have DANTES TCO). If unsuccessful, contact the USCG Institute for help in locating the nearest DANTES TCO. Additionally, DANTES has a directory of education centers on-line at <http://voled.doded.mil/dantes>.

Continued on next page

Step 2.....Other College Credit Examinations

Other Examinations. There are about 300 examinations (free of charge) that may satisfy the degree requirements. Procedures are similar to those above.

Student Guide to Success. On the back of the order form is a list of 48 exams for which free audio and video study materials are available. The third column of the matrix (on the back of the order form) specifies the applicable subject area. Any of the exams will satisfy that type of credit on the degree plan (i.e., Course Title – Ethics in America, Credit - Hum/3 sh LL). In plain language, this means that 3 semester hours of Humanities credit is awarded for this exam.) See the previous page SGS for information on obtaining the publication. Charter Oak is the only college that is an exception in that they do not accept all the examinations. See the section of the SGS on Charter Oak for more information.

Upper level liberal arts courses are available and are noted by a UL in the third column.

Other Examinations. There are at least 200 other examinations, which will satisfy the degree requirements. The examinations are listed in the *DANTES Examination Brochure* provided with your degree plan. Web sites are listed in the brochure from which you may obtain additional information. Additional a list of exams catalogued by subject area is available on the Institute homepage at <http://www.uscg.mil/hq/cgi>.

GRE Subject Examinations. Two of the colleges the Institute works with (Excelsior and Charter Oak) will award some credit for the GRE Subject Examinations. Charter Oak requires a passing score around the 44% whereas Excelsior has established a sliding scale and the number of hours awarded depends on the passing score. As many as 30 semester hours (18 of which are upper level) may be awarded to those who pass at the 80% or higher.

The social sciences are generally considered more achievable (i.e., Psychology, or Political Science).

Study guides are available from the test developer, the Educational Testing Service by calling 1-800-537-3160. The cost varies between \$11 and \$13. Also, see the GRE web site at <http://www.gre.org>.

Continued on next page

Step 3.....College Courses

College courses from any regionally accredited institution may also be used to satisfy the degree requirements. The courses may be resident courses or distance learning courses. The key to selecting a course that will meet the requirements specified in the degree plan is to look at the department code for the course. Most humanities courses will have a code of HUM. This may vary by college so when in doubt make sure the department sponsoring the course is inclusive in the subject category as noted on your degree plan.

Be sure and apply for tuition assistance for college courses. See your ESO for more information or visit the Institute home page at <http://www.uscg.mil/hq/cgi>.

Step 4.....College Enrollment

All the colleges, for which the Institute issues degree plans, have an annual maintenance fee. Therefore, we recommend that you be within 12 semester hours of completing your degree before you enroll with the college. Follow the plan until you reach that point.

To request an enrollment packet, see the Institute homepage at <http://www.uscg.mil/hq/cgi>, select Voluntary Education and then click on College Enrollment. Select the appropriate enrollment form, complete and forward it to the Institute (VE).

Prior college transcripts: On the same homepage you will find a generic transcript request form that may be used to request transcripts from prior colleges you've attended. The university will not accept the credit in transfer from the Institute. The institution that taught the course(s) must transcript the credit.

Also, college credit examinations you completed **prior** to June 1994 must be transcribed by the appropriate testing agency. After June 94, the Institute established an electronic link with the testing agencies and has approval to transcript the test scores.

Complete the appropriate forms and forward them to the addresses indicated. Mail the official enrollment form to the Institute (ATTN: VE1). If you pay the fees by check, staple the check to the section of the application dealing with fees.

The only fee for which tuition assistance is authorized is the University of Phoenix, EML299 course. When enrolling in Phoenix, also include the CG Form 4147 (Request for Tuition Assistance).

Continued on next page

When projecting the start date of the class, project five weeks from the date you are completing the form. For the end date calculate 17 weeks from the start date. (To ensure you are eligible for TA, see your ESO or visit the Institute Web site).

When enrolling with Excelsior College, eligible members may use the GI Bill and the Excelsior examinations to offset the enrollment fee and graduation fee. Review the Excelsior application packet and note the VA forms. Any questions should be referred to **Excelsior at 1-888-647-2388 EX 143.**

The Institute will complete the section of the application designated for the Education Services Officer.

An official transcript documenting your military learning experiences will be completed by the Institute and forwarded to the college along with your application. A copy of the official transcript will be mailed to the student. By processing your application, the Institute becomes your liaison with the college and will assist in resolving any problems. Direct liaison with the college is also recommended.

Your application will normally be processed within 5 working days of receipt. To check on the status of your application call 405-954-0072.

Mailing address is:

Commanding Officer (VE)
USCG Institute
5900 SW 64th Street, Room 235
Oklahoma City, OK 73169-6990

Continued on next page

College Enrollment

Checklist for Enrollment at:

- ☐ Excelsior College
 - ☐ Thomas Edison State College
 - ☐ University of Phoenix (AA only)
 - ☐ Charter oak State College
-
- ☐ **Complete the College Application for Admission**
 - ☐ **Attach a copy of your degree plan provided by the Institute**
 - ☐ **Test Scores**

Tests taken since July 94 are transcribed by the Institute.
For tests taken prior to July 94, official score reports must be provided by the testing agency.

CLEP and DSST: Complete the form "DANTES Military" and submit with required fee to the address on the form.

Excelsior: Complete the "Official Grade Report Request Form" and submit it to the address on the form with the required fee.
 - ☐ **College Transcripts**

The college providing the course must submit transcripts reflecting prior college coursework. Students are required to submit an official transcript request form to prior schools requesting official transcripts be sent to the school in which enrolling.
 - ☐ **School Specific**

University of Phoenix students should also submit CG 4147, requesting tuition assistance for the EML 299 which is a course required by the University prior to graduation. A sample 4147 is included in the Phoenix application package. California residents are not allowed to enroll in the program.

Excelsior College students shall also include the "SOCNAV/SOCAD/BDFS Cover Letter" and "Letter of Agreement" which is included in the enrollment package. Note these forms are NOT required for enrollment in the AST degree programs.
 - ☐ **USCG Transcript**

Upon receipt of the college application the Institute will issue an official USCG Transcript documenting your military learning experiences. This transcript and your application will be sent directly to the school. A copy of the USCG Transcript will be provided to the student.



Figure 7-4

Continued on next page

The University of Phoenix

Background

Since 1976, the University of Phoenix has provided educational programs designed to build on the professional experience of working adults.

The University of Phoenix is regionally accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools (NCA) and is a member of Servicemembers Opportunity Colleges (SOC).

Associate of Arts

The Associate of Arts (AA) degree requires 60 semester hours of coursework. A total of 36 of the 60 hours must be in general education courses and distributed as follows:

Subject Area	Semester Hours	Comments
Communication Arts	6 credits	3 credits must be in English Composition
Social Sciences	6 credits	
Mathematics	6 credits	Must contain an Algebra component.
Science/Technology	6 credits	3 credits must be Physical/Biological Science
Humanities	6 credits	Foreign Language is NOT applied to this area.
Other Liberal Arts	6 credits	Course in any general education area listed above

Figure 7-5

Continued on next page

The University of Phoenix, Continued

ESO are encouraged to order the Student Advisement Handbook from the University of Phoenix (UOP). The Handbook contains additional information on types of credits applicable to specific sections of the degree plan. See the section on resources for additional information..

The AA degree includes the option of a Professional Focus. The University does not certify you in your professional focus but acknowledges your qualifications by recognizing your ACE certified training through the Armed Forces. To qualify for a professional focus, you will need a minimum of 15 semester hours in a related field. **If your military specialty is not listed (such as maintenance or infantry), you may be eligible to select a professional focus in Technical Studies or no professional focus. The professional focus will be printed on your University of Phoenix transcript.** For a list of the Professional Focus areas, see Figure 8-1. **Sample evaluations are available on the Phoenix homepage for Marine Environmental Science, Electronics Technology, Technical Management, Health Care Technology, and Criminal Justice**

The remaining 24 credits are electives and may be fulfilled through ACE recognized credit earned for military specialty training, technical schools, and Coast Guard rate credits.

Continued on next page

The University of Phoenix, Continued Continued

Applied Written Communication

All student's are required to demonstrate their writing abilities. Therefore, Phoenix requires all students to complete an applied written communication essay. This essay can only be completed after enrolling in the University. Additional guidance on the essay is contained in the registration packet. This essay is actually numbered (EML 299) and treated as a college class, resulting in 3 semester hours in Communication Arts. Thus, the majority of the fees are payable through Tuition Assistance. (See Chapter 12 for additional information on Tuition Assistance.)

Fees

The current fees are listed on the degree plans prepared by the CGI. **To receive the reduced fees with UOP, students must enroll through the CG Institute and provide a copy of the degree plan compiled by the Institute.**

Fees tend to increase each year and therefore will not be listed in this publication. The CGI recommends the Phoenix AA over other degree programs because it does not require the student to pay as much out of their own pocket.

Enrollment

The enrollment form may be obtained from the CGI homepage at <http://www.uscg.mil/hq>.

To enroll with Phoenix, the following documents should be provided to the CGI:

1. Phoenix Application for Admission
2. TA Request Form (CG 4147)

When completing the 4147, the start date of the class should be projected 4 weeks from the date the form is being completed. For the course completion date, project 18 weeks from the class start date.

Example:

Current Date	30 May
Start Date	28 June (4 weeks from current date)
End Date	25 Oct (18 weeks from start date)

Continued on next page

The University of Phoenix, ContinuedContinued

Members, who do not have one year remaining on their enlistment, may elect not to apply for TA. (See Chapter 12 for additional information on tuition assistance.)

CGI will forward the application and TA form to Phoenix with an official Coast Guard transcript documenting the member's military learning experiences. The *Authorization Form for the Tuition Assistance* is mailed to the student with a copy of the official transcript.

A transcript of any prior academic course work must also be forwarded to Phoenix by the institution that provided the instruction. Academic coursework is not transferable to other institutions by any intermediate party (i.e., the CGI). Transcript request forms are provided on the CGI homepage.

Additionally, if the member took any college credit examinations, **prior** to 1 June 1994, Phoenix requires an official score from the testing agency. Forms to request official score reports are available from the DANTES TCO. Scores for tests taken after 1 June 1994 are electronically transmitted to the CGI and officially documented on the official USCG Transcript.

Transferability

The Phoenix AA is transferable to any regionally accredited institution in the country.

Additionally, Phoenix offers a Bachelor's and Master's degree. Students should be aware that the Bachelor's is not a credit recognition degree program and students are required to take 10 courses through Phoenix. The courses are available through distance delivery methods and may be more expensive than other comparable programs.

None of the credits earned through the military are applicable to any Master's program unless the level of recommended credit is graduate.

Continued on next page

The University of Phoenix, Continued

Resources

ESOs **are encouraged** to order the “Student Advisement Handbook for Education Services Specialists” from Phoenix .

Step	Action
Phone	800-800-7006
Web	http://www.uofphx.edu/students/index.html
Mail	University of Phoenix Credit Recognition Program 4615 East Elwood Street Phoenix, AZ 85040

Continued on next page

Professional Focus

Professional Focus Title as Listed on Official Transcript	Abbreviation
Aerospace Physiology Tech	AAAPT
Allied Health Management	AAAHM
Allied Health Services	AAHS
Aviation Technology	AAAT
Biomedical Technology	AABT
Business Administration	AABA
Cardiopulmonary Technology	AACT
Criminal Justice	AACJ
Dental Laboratory Tech	AADLT
Electronic Technology	AAET
Health Care Technology	AAHCT
Histologic Technology	AAHT
Marine Environmental Science	AAMES
Marine Engineering	AAME
Medical Laboratory Tech	AAMLT
Nuclear Technology	AANT
Occupational Environmental Health	AAOEHS
Operating Room Technology	AAORT
Pharmacy Technology	AAPT
Physical Therapy	AAPHYST
Radiologic Technology	AART
Respiratory Technology	AARESPH
Technical Management	AATM
Technical Studies	AATS
Technology Instruction	AATI
Urological Laboratory Tech	AAULT
No Focus	AANF

Students may request a second Professional Focus if applicable, for an additional \$75. Once a student graduates, a Professional Focus cannot be changed or added.

Continued on next page

SAMPLE
DEGREE PLAN for
 ASSOCIATES IN ARTS DEGREE
The University of Phoenix

Student's Name: Stanley B. Demo

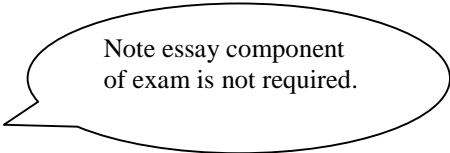
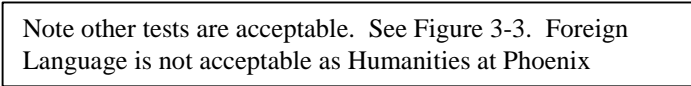
SUBJECT CATEGORY	SH REQD	SH ACHVD
Communications This area includes: English Composition.. (Clep Gen. English Composition - 6 sh) *	6	0
		
Humanities This area includes subjects such as: Music, Art, Literature, Philosophy, Religion, and Theater Arts. (Clep Gen. Humanities - 6 sh) * (Many video courses in this category are available through CGI)	6	0
		
Social Sciences / History This area includes subjects such as: Anthropology, Demography, Archaeology, Geography, American History, Western Civilization. Political Science, Government, Psychology, and Sociology. (Clep Gen. Social Sciences/History - 6 sh) *	6	0
Mathematics This area includes subjects such as: Mathematics, Statistics, Calculus. (Clep Gen. Mathematics - 6 sh) * (CGI Correspondence Course in Elementary Algebra)	6	0
Natural Science This area includes subjects such as: Biology, Chemistry, Physics, Geology, Anatomy, Physiology (Clep Gen. Natural Sciences - 6 sh) * (Must include 3 sh in Physical or Biological Science)	6	0
Liberal Arts or Technology Electives This area includes subjects such as those listed above plus: Speech, Journalism, Technical Writing, Electricity, Electronics, Computer Science, Programming Languages, Marine Environmental Sciences, Foreign Language, and Business Communication.	6	0
Integrating (Essay Assignment) This is a required course, which can only be completed after enrolling with the University. (EML-299 English Essay Assignment, Univ. of Phoenix - 3 sh)#	3	0

Figure 7-6

Continued on next page

Student's Name: Stanley B. Demo

SUBJECT CATEGORY	SH REQD	SH ACHVD
-------------------------	--------------------	---------------------

Phoenix does not specify courses for the profession.
Basically rate related credits, "A" School, etc will apply.

Free Electives	(15 sh in a profession listed below)	***	21	0
-----------------------	---	------------	-----------	----------

This area includes subjects such as: Business/Management, Technical Skills.

Total semester
hours required for
the degree.

TOTAL

60

Continued on next page

Student's Name: Stanley B Demo

Required course for degree completion.

* Any of these CLEP General Exams may be substituted with credit in the same category from any of the audio and video courses available free to active duty members, or by completing resident or independent study college courses. See your ESO for details.

** Professional Focus Options: (Select from the bold items below)

Medical Fields:

Aerospace Physiology Tech.
Allied Health Management
Allied Health Sciences
Biomedical Technology
Cardiopulmonary Technology
Dental Laboratory Technology
Dental Laboratory Technology
Health Care Technology
Histologic Technology
Medical Laboratory Technology
Nuclear Medicine Technology
Occupational/Environmental Health
Operating Room Technology
Pharmacy Technology
Physical Therapy
Radiologic Technology
Respiratory Therapy

Technical:

Aviation Technology
Electronics Technology
Nuclear Technology
Personnel Administration
Technical Management
Technical Studies
Technology Instruction

Phoenix has more professional focus for the AA than any of the colleges in this program.

Non-Technical:

Criminal Justice
Liberal Arts

Liberal Studies

Marine and Environment Science

Continued on next page

Unofficial Advisory

UNIVERSITY of PHOENIX

To complete your Associates Degree from the University of Phoenix, it appears you need to complete the following courses/semester hours:

Communications	6 sh
Humanities	6 sh
Social Sciences/History	6 sh
Mathematics	6 sh
Natural Science (Must be physical or biological)	6 sh
Liberal Arts	9 sh
English Essay Assignment	3 sh
Free Electives	24 sh

Program Cost:

Application Fee	\$ 35
Tuition (EML 299)	\$495 (75% may be paid by USCG Tuition Assistance (TA), if so you pay \$123.75)
Graduation Fee	\$40
Total	\$198.75 (if TA is paid for EML-299)
Or	\$595

If member does not qualify for TA, Excelsior AA might be cheaper.

*Note these are administrative costs. It does include the cost of the one required course.

To enroll in the University of Phoenix, see the Institute homepage at <http://www.uscg.mi./hq/cgi> for an application.

When you have completed your associate's degree, please contact us for assistance in completing your baccalaureate degree.

Degree Plan completed by:

Date completed

Continued on next page

Excelsior College

Background

Excelsior College, is a nonpublic program of the University of the State of New York, was established in 1971 by the Board of Regents as its external degree program.

The Commission of Higher Education of the Middle States Association of Colleges and Schools regionally has accredited Excelsior College. The associate and baccalaureate degree programs in nursing are also accredited by the National League for Nursing.

Excelsior College offers 26 different degree programs at associate and baccalaureate levels in business, liberal arts, nursing and technology.

Associate Degrees

Excelsior offers several associate degree programs.

Associate in Arts Degree requires a total of 60 semester hours with at least **48 semester hours in the arts and sciences** and the remaining 12 semester hours in free electives. Distribution of credits is on the following chart.

Subject Area	Semester Hours	Comments
English Composition	3 credits	
Humanities	12 or 9 credits	*
Social Sciences/History	12 or 9 credits	*
Natural Sciences/Math	9 or 12 credits	*
Arts and Sciences Electives	12 credits	Courses in any of the foregoing subject areas.
Free Electives	12 credits	Most military credit is applicable here.

*The distribution of credits in these areas may be changed to 12 or 9 as long as the mix consists of two areas with 12 sh and 1 area with 9 sh.

The AA is rarely recommended for military students due to the cost of the program. Total out of pocket cost to the student exceeds \$500 and none of the cost is applicable for TA.

Figure 7-7

Continued on next page

Excelsior College, Continued

Associate in Science (AS)

The AS degree requires a total of 60 semester hours with 30 of those being earned in the arts and sciences and the remaining 30 may be in free electives.

Subject Area	Semester Hours	Comments
English Composition	3 credits	
Humanities	9 or 6 credits	*
Social Sciences/History	9 or 6 credits	*
Natural Sciences/Math	6 or 9 credits	*
Arts and Sciences Electives	3 credits	Courses in any of the foregoing subject areas.
Free Electives	30 credits	Most military credit is applicable here.

*The distribution of credits in these areas may be changed to 9 or 6 as long as the mix consists of two areas with 9 sh and 1 area with 6 sh.

Associate in Applied Science (AAS)

(Administrative/Management Studies; Aviation Studies; Technical Studies)

These degree programs are designed specifically to meet the needs of service members by formally recognizing the learning that takes place as a result of military training. They are intended to support career advancement and upward mobility within the military.

Each AAS degree requires a minimum of 60 semester hours (SH) as follows:

- | |
|--|
| <ul style="list-style-type: none">* 20 SH in the Arts and Sciences<ul style="list-style-type: none">- 6 Humanities (includes 3 SH in English Composition)- 6 Social Sciences/History- 6 Natural Sciences/ Math* 20 SH in Career Component* 20 SH in Free Electives |
|--|

Continued on next page

Excelsior College, Continued

Ratings that qualify for the AAS:

Administrative/Management Studies	BM, IV, PS, QM, RD, RM, SK, SS, TC, YN, and related Warrant Officer ratings
Technical Studies Electromechanical Technologies Specialty	AD, AE, AM, ASM, AT, DC, EM, ET, FT, FM, MK and related Warrant Officer ratings
Computer Technologies Specialty	DP and related Warrant Officer ratings
Electronic/Instrumentation Technologies	ST, TT and related Warrant Officer Ratings
Aviation Studies	CO-Pilot/First Pilot/Aircraft Commander/Instructor Pilot of HH-60, HU25, HH-65, HU-130

Associate in Occupational Studies in Aviation (AOS)

The AOS in Aviation is offered through the Technology Degree program and requires a minimum of 60 SH as follows:

- | |
|--|
| <ul style="list-style-type: none">* 9 SH in the Arts and Sciences<ul style="list-style-type: none">- 3 SH in English Composition- 3 SH in Behavioral Science- 3 SH in Math* 45 SH in Aviation Studies Career Component* 6 SH in Free Electives |
|--|

Rates that qualify for this specialty are the same as those listed above under “Aviation Studies”.

Continued on next page

Excelsior College, Continued

Baccalaureate Degrees Excelsior offers several baccalaureate degrees. The program used most frequently by the CGI is the Bachelor of Science (BS) degree in Liberal Studies as it is more flexible and allows for the maximum application of credits for military experiences.

Degree Requirements The BS degree requires a total of 120 SH with at least 60 of those earned in the arts and sciences. (21 of the 60 SH must be upper level credits (third or fourth year of college).

Subject Area	Semester Hours	Comments
English Composition	3 credits	
Humanities #	9 or 6 credits	*
Social Sciences/History	9 or 6 credits	*
Natural Sciences/Math	6 or 9 credits	*
Arts and Sciences Electives**	36 credits (21 SH must be UL)	Courses in any of the foregoing subject areas.
Free Electives***	60 credits (9 SH must be UL)	Most military credit is applicable here.

*The distribution of credits in these areas may be changed to 9 or 6 as long as the mix consists of two areas with 9 sh and 1 area with 6 sh.

3 SHs are required in disciplines such as art, music, and philosophy.

** Must include one depth area or an area of concentration.

*** Must include one depth area.

Continued on next page

Excelsior College, Continued

Other Requirements

The BS in Liberal Studies must include an area of concentration, which is specified by Excelsior as Concentration Option or Depth Groups. Students may elect to complete: two depth groups, **or** a concentration and one depth group

A depth group is 12 SHs (minimum) in a specific discipline of the individual's choosing (at least 3 of which must be at the upper level).

- One depth group **must be in Liberal Arts** (i.e., history, psychology, sociology, communication, biology, mathematics, Etc.).
- The second depth group **may** be in Free Electives (i.e., management, computer science, etc.) or Liberal Arts (i.e., history, psychology, sociology, communication, biology, mathematics, etc.).

The **concentration** option is 30 SH (at least 15 of which are UL) in a single arts and sciences discipline. Concentrations must include specific courses and may be selected from the following list of **disciplines**:

Area Studies
Biology
Chemistry
Communication
Economics
Geography
Geology
History
Literature in English
Mathematics
Music
Philosophy
Physics
Political Science
Psychology
Sociology
World Language and Literature

Continued on next page

Excelsior College, Continued

Detailed concentration guidelines regarding each of these disciplines may be found in the *Excelsior College Liberal Arts Catalog*. See the section on “Resources” for ordering information.

Other Degree Programs

Business	AS in Business
	BS in General Business
	BS in Accounting (General)
	BS in Accounting (NYS CPA Track)
	BS in Finance
	BS in International Business
	BS in Management of Human Resources
	BS in Management Information Systems
	BS in Marketing
	BS in Operations Management
Nursing	Associate in Applied Science (Nursing)
	AS in Nursing
	BS in Nursing
Technology	AS in Computer Software
	AS in Electronics Technology
	AS in Nuclear Technology
	AS in Technology (with Specialty)
	BS in Computer Information Systems
	BS in Computer Technology
	BS in Electronics Technology
	BS in Nuclear Technology
	BS in Technology (with Specialty)

Continued on next page

Excelsior College, Continued

College Credit Excelsior College accepts all the DANTES sponsored examinations at the **Examinations** ACE recommended passing level. Additionally, credit is awarded for the GRE Subject Examinations based on a sliding scale. Figure 3-1 contains Excelsior credit guidelines on the GRE Subject Examinations.

Resources

Specific guidelines of requirements for each of the degree programs is contained in the Excelsior Catalog. ESO should order copies of the following Excelsior' Catalogs:

Business Degrees
Nursing Degrees
Liberal Arts Degrees
Technology Degrees
Excelsior Enrollment Packet

To order:

Step	Action
Phone	1-888-647-2388 Ext. 118670
Fax	518-464-8777
On-line	Bulletin Board Service: 518-464-8700
Web	www.Excelsior.edu
Mail	Excelsior College 7 Columbia Circle Albany, NY 12203-5159

Continued on next page

SAMPLE
DEGREE PLAN for
BACHELOR of SCIENCE DEGREE
Excelsior College Degree Programs

Student's Name: Stanley B.Demo

This is an unofficial assessment showing how your prior academic and military experiences apply to a bachelors degree. Excelsior college requires a certain number of credits to be completed in general education areas. Those areas and the semester hours (sh) required are listed below. Credits that you have already earned that are applicable to that area are listed below the major heading. The information in parenthesis is a recommended way to accomplish the credits required. **The number of sh required in the first three categories may be changed. The 9/6/9 distribution may be changed to 9/9/6 or 6/9/9.**

In the Liberal Arts Electives 21 sh. must be upper-level credits. In the Free Electives area, 9 sh. must be upper level. Required area of study. Select one option:

(1) Liberal Studies Option: 2 Depth Groups, 1 must be in Arts & Sciences, 1 may be in Free Electives.

(2) Concentrated Subject Option: (a) One depth group in a free elective. (b) 30 or more semester hours in one given Liberal Arts subject, which may be accomplished through completion of a GRE Subject Exam and through taking courses listed in the Excelsior Catalog at regionally accredited colleges or universities.

(A Depth Group consists of 12 sh. in one subject (i.e., Psychology) including at least 3 upper level)

~ = split credit; * = footnote

SUBJECT CATEGORY	SH REQD	SH ACHVD
Humanities & Communication Arts	9	0
This area includes subjects such as: English Composition, Speech, Technical Writing, Music, Art, Journalism, Foreign Language, Literature, Philosophy, Religion, and Theater Arts. (Clep Gen. Humanities - 6 sh) * (The Excelsior College Composition exam is required in lieu of the CLEP Gen. English Composition.)		
Social Sciences and History	6	0
This area includes subjects such as: Anthropology, Demography, Archaeology, Geography, American History, Western Civilization. Political Science, Government, Psychology, and Sociology. (Clep Gen. Social Sciences/History - 6 sh) *		
Natural Sciences / Mathematics	9	0
This area includes subjects such as: Mathematics, Algebra, Statistics, Calculus, Biology, Chemistry, Physics, Geology, Anatomy. (Clep Gen. Natural Sciences - 6 sh) * (Clep Gen. Mathematics - 3 sh)~*		
Quantitative Reasoning	2	0
This area includes subjects such as: math, statistics, logic, or computer programming; and may be satisfied in other areas of the degree plan. The + sign identifies the course that satisfies this requirement.		
Liberal Arts Electives	36	0
This area includes subjects such as those listed on the prior page. (Clep Gen. Mathematics - 6 sh)~*		
<div>21 sh must be upper level.</div> <div>Must have a concentration of 30 sh (15 UL) or a depth group of 12 sh (3 UL)..</div>		

Figure 7-8

Continued on next page

Student's Name: Stanley B.Demo

<u>SUBJECT CATEGORY</u>	<u>SH REQD</u>	<u>SH ACHVD</u>
-------------------------	--------------------	---------------------

Free Electives

60 0

This area includes subjects such as: Business/Management, Technical Skills, Computer Science.

Must have a depth group of 12 sh (3 UL)
or two depth groups in Liberal Arts.

TOTAL

120

Required course for degree completion.

* Any of these CLEP General Exams may be substituted with credit in the same category from any of the audio and video courses available free to active duty members, or by completing resident or independent study college courses. See your ESO for details.

FOR THOSE CHOOSING TO DECLARE A CONCENTRATED SUBJECT AREA . . .

Area of Study Choices: Biology Chemistry Economics
Political Science Sociology Geography Geology
History Mathematics Music Philosophy Psychology
Literature in English Physics
Foreign Language and Literature: Western or Non-Western
French Language and Literature German Language and Literature
Spanish Language and Literature

Continued on next page

Unofficial Advisory

EXCELSIOR COLLEGE SUMMARY

To complete your Bachelors Degree from the University of the State of New York, it appears you need to complete the following courses/semester hours:

Humanities/Communication Arts 9 sh

Social Sciences/History 6 sh

Natural Sciences/Mathematics 9 sh

Liberal Arts Electives 36 sh

21 sh of these must be upper level courses. Must include one depth group - 12 sh (3 sh must be upper level) in one field of study (i.e., psychology, sociology, etc.)

Free Electives 60 sh

9 sh of these must be upper level. Must include one depth group - 12 sh (3 sh must be upper level) in one field of study.

Quantitative Reasoning 2 sh

May be satisfied in other areas. Includes courses such as: math, statistics, logic, or computer programming.

Program Cost:

Application/Eval	\$655
Graduation Fee	\$240
Total	\$895

*Note these are administrative costs. Does not include the cost of any courses required to meet the degree requirements.

sh = semester hours

Degree Plan completed by::

Date completed:

Continued on next page

Charter Oak State College

Background

Charter Oak State College is Connecticut's innovative program for adult learners. It was established in 1973 by the Connecticut Legislature to provide an alternate way for adults to earn college degrees.

The New England Association of Schools and Colleges has regionally accredited Charter Oak State College.

Four degrees in general studies may be awarded by Charter Oak: Associate in Arts, Associate in Science, Bachelor of Arts and Bachelor of Science.

Degree Requirements

A degree from Charter Oak requires more than the simple accumulation of 60 credits for the associate degree and 120 credits for the baccalaureate degree. All students must complete Distributive Requirements, which include General Education requirements as well as a minimum number of credits in Liberal Arts. Baccalaureate degree candidates must also complete a faculty-approved Concentration of 36 credits or more.

General education requirements are somewhat different than other institutions.

Subject area	SH required
Written Communication	6
Analytic and Quantitative Reasoning and Data Interpretation (e.g., Mathematics)	3
Aesthetic Dimensions (e.g., Art, Creative Writing, Dance, Design, Film, Music, Poetry, and Theatre)	3
Historical Development (e.g., Art History, History, Introduction to History of Philosophy, Music History)	3
Relationship to Groups and Communities (e.g., Anthropology, Human/Cultural Geography, Macroeconomics, Psychology)	3
Global Society (e.g., Global Economics, International Business, History, Literature, Politics or Religion of cultures outside the US)	3

FIGURE 7-9

Continued on next page

Charter Oak State College, Continued

Subject area	SH required
Scientific Process (e.g., Astronomy, Biology, Chemistry, Ecology, Geology, Physics)	4-6 (one 4-credit lab option or two 3 sh courses.
Ethical Dimensions and Citizenship (e.g., American Government, Criminal Justice, Moral or Ethical Issues)	3
Western Civilization and Culture (e.g., History of Art, History, Literature or Politics of the US or other Western cultures)	3

Bachelor of The degree program most frequently recommended by the CGI will be the **Science**
BS in Individualized Studies or Criminal Justice.

In addition to the general education requirements identified above, the bachelor's degree requires members to complete 36 credits or more in a single subject or combination of subjects and demonstrate an in-depth knowledge within one or more fields of study.

- * At least 15 SH of the 36 in the concentration must be UL.
- * A minimum of 27 credits must be beyond the basic (freshman) level.

Concentrations can be constructed in the following areas:

Anthropology	Individualized Studies
Applied Arts	Liberal Studies
Art History	Literature
Biology	Mathematics
Business	Music History or theory
Chemistry	Optical Business Mgt
Child Study	
Criminal Justice	
Communication	Philosophy
Computer Science	Physics
Economics	Political Science
Engineering Studies	Psychology
Fire Science Technology	
Fire Technology Management	Sociology

Continued on next page

Charter Oak State College, Continued

Foreign Languages	Technology Studies
Geography	Theatre History
History	
Human Services (Applied Behavioral Science, Administration or Health Studies)	

Concentrations

Specific requirements for the various concentrations are available in the *Concentration Planning Guide*. The Guide is provided to all students upon enrollment. ESO may order a copy for counseling purposes. See the section on Resources.

The concentration that provides the most flexibility is “Individualized Studies”. This option allows the combination of professional studies (credits for military experiences) with the liberal arts and sciences into a cohesive course of study to meet the students career or personal needs.

A balance of half of the 36 credits required in the concentration in liberal arts and sciences and half from professional studies should be used as a goal. A minimum of 15 SH must be at the upper division with a logical distribution of these credits from each of the areas of liberal arts and sciences and professional studies.

The key to receiving approval for this concentration is an essay of 750 to 1500 words explaining the rationale of the proposed concentration and its relation to the student’s career and personal goals.

Some sample Individualized Studies concentrations:

Environmental science/biology/management
business/economics/political science
political science/legal studies/business
biotechnology/business/physics
nursing/business/communications
sociology/management/criminal justice

A total of 32 SH are still required in liberal arts but not all credits have to apply to the concentration nor do they have to be upper level. These credits may be divided between the concentration and free electives and all be lower level.

Continued on next page

Charter Oak State College, Continued

College Credit Examinations

Charter Oak does not accept all the DANTES sponsored examinations. A listing of the exams accepted by Charter Oak and the score required on each is contained in the Charter Oak Information Bulletin. See the section on resources for ordering information

Additionally, note that the GRE Subject exams are accepted for credit by Charter Oak when the student passes at the 40th percentile or higher.

Resources

ESO should order the following publication in order to be able to adequately counsel members:

The Charter Oak Information Bulletin
Concentration Planning Guide

Step	Action
Phone	860-832-3800
Fax	860-832-3999
Web	http://www.cosc.edu
Mail	Charter Oak State College 55 Paul J. Manafort Drive New Britain, CT 06053-2142

Continued on next page

DEGREE PLAN for
BACHELOR of SCIENCE DEGREE
Charter Oak State College
New Britain, CT

Student's Name: Stanley B. Demo

Required 120 credits with a minimum of 60 in the Arts and Sciences plus a faculty approved concentration of 36 credits. No more than 90 credits earned at two-year institutions can be credited toward the degree.

This plan requires fewer upper level credits than any in the program.

The concentration includes a minimum of 36 credits in a single subject or combination of subjects. **At least 15 credits must be at the upper level** and a minimum of 27 credits must be beyond the basic (typically freshman) level.

Important note: 30-32 credits in the Concentration and/or Electives must be in the Arts and Sciences area.

~ = split credit; * = footnote

SUBJECT CATEGORY	SH REOD	SH ACHVD
Written Communication This area includes subjects such as: English Composition. (Tests that will satisfy this requirement are: English Composition with essay.)	6	0
Aesthetic Dimensions (This area includes subjects as: Art, Creative Writing, Dance, Design, Film, Music, Poetry, or Theatre.) (Tests that will satisfy requirement are: CLEP General Humanities, and DANTES "Art of the Western World").	3	0
Historical Development (This area includes subjects such as: Art History, History , and Introduction to/History of Philosophy, Music History or Appreciation, Political Science.) (Tests that will satisfy requirement are: CLEP General Social Sciences/History, CLEP "History of the U.S. I", "History of the U.S. II").	3	0
Western Civilization and Culture (This area includes subjects such as: History of Art, History , Literature or Politics of the United States or other Western cultures.) (Tests that will satisfy requirement are: CLEP "History of the U.S. I", "History of the U.S. II", "English Literature," "American Literature".)	3	0
Global Society (This area includes: Global Economics; International Business, History, Literature, Politics, or Religion of cultures outside the United States.) (Tests that will satisfy requirement are: CLEP "English Literature"; DANTES "Intro to World Religions" and History of the Vietnam War.)	3	0
Analytic/Quantitative Reasoning and Data Interpretation (This area includes college level mathematics) (Tests that will satisfy requirement are: CLEP General College Mathematics, CLEP College Algebra..")	3	0

Figure 7-10

Student's Name: Stanley B. Demo
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SUBJECT CATEGORY	SH REQD	SH ACHVD
Relationship to Groups and Communities (This area includes: Anthropology, Human/Cultural Geography, Intro to Communication, Introduction to Macroeconomics, Intro to Psychology, Intro to Sociology) (Tests that will satisfy the requirement are: DANTES "Human/Cultural Geography", "General Anthropology", CLEP "Prin of Macroeconomics", "Intro Psychology", Intro Sociology")	3	0
Scientific Process (one course with lab, or two courses without lab) This area includes subjects such as: Astronomy, Biology, Chemistry, Ecology, Environmental Science, Geology, and Physics.) (Tests that will satisfy requirement are :CLEP General Natural Sciences, DANTES "Astronomy", "Physical Geology", CLEP subject "General Chemistry", "General Biology")	4-6	0
Ethical Dimensions and Citizenship (This area includes subjects such as: American Government, Community Organization, Intro to Criminal Justice, Moral or Ethical Issues.) (May be satisfied by: DANTES exam "Ethics in America" "Criminal Justice", or CLEP Subject exam in "American Government").	3	0
Research (This area includes subjects such as: Composition and Literature/Introduction to Literature; upper division Literature courses, seminars, honors courses, Independent Study courses, or any course that requires term papers.)	3	0
TOTAL Liberal Arts Required (May vary depending on credits applied to foregoing subject areas as one subject can satisfy more than one subject area – must have 30 sh in liberal arts. Add Liberal Arts Electives as required to meet the 30 sh requirement.)	30	0
Concentration (15 sh must be upper level and 27 sh must be beyond basic level)	36*	0
This is one of the few degree plans that allow for the "Individualized Studies" option.		
Free Electives This area includes subjects such as: Business/Management, Technical Skills, Computer Science.	54-56*	0
TOTAL	120	

*30-32 credits in the Concentration and/or Electives must be in the Arts and Sciences area.

Continued on next page

Student's Name: Stanley B. Demo
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CONCENTRATED SUBJECT AREA . . .

Individualized Studies+

Liberal Studies+

Anthropology

Applied Arts

Applied Behavioral Science

Applied Science and Technology

Art History

Biology

Business

Chemistry

Criminal Justice

Mathematics

Optical Business Management

Political Science

Psychology

Sociology

Theatre History

Child Study

Communication

Fire Technology & Management

Foreign Languages

Geology

Health Studies

History

Human Services Administration

Industrial Technology

Literature

Fire Science Technology

Music History or Theory

Philosophy

Physics

Religious Studies

Technology & Management

+ Student must submit essay of 750 to 1500 words to explain the rationale for the proposed concentration and its relation to career and personal goals.

Continued on next page

Unofficial Advisory
CHARTER OAKS STATE COLLEGE

To complete your Bachelors Degree from the Charter Oaks State College, it appears you need to complete the following courses/semester hours:

Written Communication	6 sh
Aesthetic Dimensions	3 sh
Historical Development	3 sh
Western Civilization and Culture	3 sh
Global Society	3 sh
Analytic/Quantitative Reasoning	3 sh
Relationship to Groups and Communities	3 sh
Scientific Process	4-6 sh
Ethical Dimensions and Citizenship	3 sh
Concentration	36 sh
(15 sh must be upper level and 27 sh must be beyond basic level)	
Free Electives	60 sh*

* 30-32 credits in the Concentration and/or Electives must be in the Arts and Sciences area.

(You have ___ sh applicable toward this requirement. The 32 sh required in the concentration can count toward this requirement, if you broaden the concentration to include a liberal arts area.

Program Cost:*

Enrollment Fee	\$502
<u>Graduation Fee</u>	<u>\$390</u>
Total	\$892

This is one of the cheapest
BS programs.

*Note these are administrative costs. Does not include the cost of any courses required to meet the degree requirements.

Degree Plan completed by::

Date completed

Continued on next page

Thomas Edison State College

Background

Thomas Edison State College is regionally accredited by the Middle States Association of Colleges and Schools. The unique mission and philosophy of Thomas Edison enable active duty personnel to complete quality degrees at a distance.

Thomas Edison was chartered in 1972 to support students earning degrees at a distance. The college provides a complete network of resources and is the only military credit recognition institution that offers courses.

Degree Programs

A wide variety of degree programs are offered by Thomas Edison. Following is a listing of all the degree programs.

Accounting	BSBA, ASM
Administrative Office Management	BSBA, ASM
Administrative Studies	AAS
Administration of Justice	BSHS, ASPSS
Advertising Management	BSBA
Air Traffic Control *	BSAST, ASAST
Anthropology	BA
Applied Electronic Studies	AAS
Applied Health Studies	AAS
Architectural Design	BSAST, ASAST
Art	BA
Aviation Flight Technology*	BSAST, ASAST
Aviation Maintenance Technology*	BSAST, ASAST
Banking	BSBA, ASM
Biomedical Electronics	BSAT, ASAST
Biology	BA, ASNSM
Chemistry	BA, ASNSM
Child Development Services	BSHS, ASPSS
Civil and Construction Engineering Technology	ASAST

Figure 7-11

Continued on next page

Thomas Edison State College, Continued

Civil Engineering Technology	BSAST
Clinical Laboratory Science *	BSAST, ASAST
Communications	BA
Community Services	BSHS, ASPSS
Computer Information Systems	BSBA, ASM
Computer Science	BA, ASNSM
Computer Science Technology	BSAST, ASAST
Construction	BSAST
Criminal Justice (see Administration of Justice)	
Cytotechnology	BSAST
Data Processing	BSBA, ASM
Dental Hygiene *	BSAST, ASAST
Economics	BA
Electrical Technology	BSAST, ASAST
Electronics Engineering Technology	BSAST, ASAST
Emergency Disaster Management	BSHS, ASPSS
Engineering Graphics	BSAST, ASAST
English	BA
Environmental Sciences	BSAST, ASAST
Environmental Studies	BA
Finance	BSBA, ASM
Fire Protection Science	BSAST, ASAST
Foreign Language	BA
Forestry	BSAST, ASAST
General Management	BSBA, ASM
Gerontology	BSHS
Health and Nutrition Counseling	BSHS
Health Services	BSHS
Health Services Administration	BSHS
Health Services Education	BSHS
History	BA
Horticulture	BSAST, ASAST
Hospital Health Care Administration	BSBA, ASM
Hotel/Motel/Restaurant Management	BSBA, ASM

Continued on next page

Thomas Edison State College, Continued

Human Resources Management	BSBA, ASM
Humanities	BA
Insurance	BSBA, ASM
International Business	BSBA, ASM
Journalism	BA
Labor Studies	BA
Laboratory Animal Science	BSAST, ASAST
Legal Services	BSHS, ASPSS
Liberal Arts/Liberal Studies	AA, BA
Logistics	BSBA
Manufacturing Engineering Technology	BSAST, ASAST
Marine Engineering Technology	BSAST, ASAST
Marketing	BSBA, ASM
Mathematics	BA, ASNSM
Mechanical Engineering Technology	BSAST, ASAST
Mechanics and Maintenance	AAS
Medical Imaging*	BSAST
Mental Health and Rehabilitative Services	BSHS
Music	BA
Natural Sciences/Mathematics	BA, AA
Nondestructive Testing Technology	BSAST, ASAST
Nuclear Engineering Technology	BSAST, ASAST
Nuclear Medicine Technology *	BSAST, ASAST
Occupational Studies	AAS
Operations Management	BSBA, ASM
Organizational Management	BSBA
Perfusion Technology	BSAST
Philosophy	BA
Photography	BA
Physics	BA
Political Science	BA
Procurement	BSBA, ASM
Psychology	BA
Public Administration	BSBA, ASM
Purchasing and Materials Management	BSBA, ASM
Radiation Protection	BSAST, ASAST
Radiation Therapy*	BSAST, ASAST
Radiologic Technology	AAS
Real Estate	BSBA, ASM
Recreation Services	BSHS, ASPSS

Thomas Edison State College, Continued

Religion	BA
Respiratory Care *	BSAST, ASAST
Retailing Management	BSBA, ASM
Small Business Management/Entrepreneurship	BSBA, ASM
Social Sciences/History	BA
Social Services	BSHS, ASPSS
Social Services Administration	BSHS
Social Services for Special Populations	BSHS, ASPSS
Sociology	BA
Surveying	BSAST, ASAST
Theater Arts	BA
Transportation/Distribution Management	BSBA, ASM

*Limited to individual's with a license in the field of study.

Degree Requirements

Degree requirements for programs recommended most frequently by the Institute will be discussed here. Information on other programs may be obtained directly from Thomas Edison. See the section on Resources for ordering information.

BSAST (Bachelor of Science in Applied Science and Technology)

Liberal Arts Requirements	48 SH
Written Expression	6 SH
Humanities	9 SH
Social Sciences	12 SH
Natural Sciences and Mathematics	18 SH
Must include 6 sh in Physics,	
6 SH in Precalculus Algebra,	
6 SH in Biology or Chemistry depending on the specialization.	
Liberal Arts Electives	3 SH

Continued on next page

Thomas Edison State College, Continued

Concentration in Applied Science and Technology	54 SH
Core Requirements	21 SH
Theoretical Knowledge	12 SH
Statistics	3 SH
Computer Programming	3 SH
Technical ECEPort Writing	3 SH
Individualized Specialization	33 SH
Free Electives	18 SH

Specific courses are required in the Theoretical Knowledge area and the Individualized Specialization. These requirements are specified on the Counseling Guidesheet provided with the degree plan.

It's important to note that this degree, requires a solid background in math and science in addition to the technical knowledge.

This is the degree plan completed for those who request a degree plan in:

Aviation Flight Technology,
Aviation Maintenance
Electrical Technology
Electronics Engineering Technology
Environmental Sciences
Marine Engineering Technology

Continued on next page

Thomas Edison State College, Continued

Bachelor of Science in Business Administration

Liberal Arts Requirements	48 SH
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Written Expression	6 SH
Humanities	12 SH
Social Sciences	12 SH
Must include 6 SH in Economics (Micro and Macro)	
Natural Sciences and Mathematics	9 SH
Liberal Arts Electives	9 SH

Professional Business Requirements	60 SH
------------------------------------	-------

Business Core	33 SH
Specific courses are required. The counseling guide sheet will provide a detailed listing.	
Specialization	18 SH
Specific courses are required. The counseling guide sheet will provide a detailed listing.	
Business Electives	9 SH

Free Electives	12 SH
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This is the degree plan recommended for business or management degrees. Specializations are available in Accounting, Procurement, Marketing, General Management, Transportation Management, and many other areas.

Continued on next page

Thomas Edison State College, Continued

Enrollment

Thomas Edison has several different enrollment packages.

* Traditional plan: allows all the SH required for the degree to be transferred in to the college. Negotiated partnership price is \$915.

* Military Credit Recognition Degree Program (This is the least expensive of the programs but does require that the student take 12 SH of course work with the college for a bachelors degree and 6 SH for an associate degree. All courses are distance learning courses and eligible for up-front TA.)

For either plan the member forwards the application and fees to the CGI. See the section on enrollment at the beginning of this Chapter.

After Edison completes the initial review, the member will be advised of courses that need to be completed to earn the degree. The member should be aware that many of the courses identified by the College may be satisfied through examinations and minimize the cost to the individual. Once the member has identified the courses, the CG 4147 requesting TA should be forwarded to the CGI. (See the section on TA).

Resources

ESOs may want to obtain a copy of:

The Military Degree Completion Program brochure
The Thomas Edison Catalog
Thomas Edison State College Prospectus

Step	Action
Phone	609-984-1119
Fax	609-984-8447
Web	http://www.tesc.edu
Mail	Thomas Edison State College 101 W State Street Trenton, NJ 08608-1141

Continued on next page

DEGREE PLAN for
BACHELOR of SCIENCE DEGREE
in APPLIED SCIENCE and TECHNOLOGY
Thomas A. Edison State University
Degree Programs

Student's Name: Stanley B. Demo
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SUBJECT CATEGORY	SH REQD	SH ACHVD
LIBERAL ARTS REQUIREMENTS	48	
Written Expression	6	0
This area includes subjects such as: English Composition, Technical Writing (Clep Subj. Exam: TA-061 Freshman College Comp. w/essay - 6 sh) * (Clep Gen. English w/essay - 6 sh) *		
Humanities	9	0
This area includes subjects such as: Music, Art, Foreign Language, Literature, Philosophy, Religion, & Theater Arts. (Clep Gen. Humanities - 6 sh) *		
Social Sciences	12	0
This area includes subjects such as: Anthropology, Economics, History, Political Science, Psychology, and Sociology. (Psychology or sociology – 3sh)# (Clep Gen. Social Sciences/History - 6 sh) *		
Natural Sciences / Mathematics	18	0
(Precalculus Algebra or above – 6 sh)# (Chemistry – 3 sh)# (Physics – 6 sh)#		
Liberal Arts Electives	3	0
CORE REQUIREMENTS	21	0
THEORETICAL AREA	12	0

Figure 7-12

Continued on next page

Student's Name: Stanley B. Demo
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SUBJECT CATEGORY	SH REQD	SH ACHVD
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COURSES REQUIRED FOR THIS AREA VARY DEPENDING ON THE DEGREE. ACTUAL DEGREE PLANS WILL SPECIFY THE REQUIREMENTS OR INCLUDE A COUNSELING GUIDESHEET WITH THE SPECIFIC COURSES LISTED.

Statistics (Annenberg Video Course: Against All Odds/Inside Statistics-3 sh)	3	0
--	----------	----------

Computer Programming (Annenberg Video Course: The New Literacy - 3 sh)	3	0
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Technical ECEPort Writing (May be filled with military credit, or DANTES Subj. Exam SE-820)	3	0
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Principles of Management (May be filled with military credit, or CLEP Subj. Exam TE-018)	3	0
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INDIVIDUALIZED SPECIALIZATION	33	0
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COURSES REQUIRED FOR THIS AREA VARY DEPENDING ON THE DEGREE. ACTUAL DEGREE PLANS WILL SPECIFY THE REQUIREMENTS OR INCLUDE A COUNSELING GUIDESHEET WITH THE SPECIFIC COURSES LISTED.

FREE ELECTIVES	18	0
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TOTAL	120	
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Continued on next page

Student's Name: Stanley B. Demo

* Any of these CLEP General Exams may be substituted with 6 sh credit in the same category from any of the audio and video courses available free to active duty members, or by completing resident or independent study college courses. See your ESO for details.

*** Individualized Degree Options:

Air Traffic Control
Aviation Flight Technology
Biomedical Electronics
Clinical Laboratory Science
Construction
Diagnostic Imaging
Electronics Engineering Tech.
Environmental Sciences
Horticulture
Manufacturing Engineering Tech
Mechanical Engineering Tech.
Nuclear Engineering Technology
Perfusion Technology
Radiation Therapy
Surveying

Architectural Design
Aviation Maintenance
Civil Engineering Technology
Computer Science Technology
Dental Hygiene
Electrical Technology
Engineering Graphics
Fire Protection Science
Laboratory Animal Science
Marine Engineering Technology
Nondestructive Testing Tech
Nuclear Medicine Technology
Radiation Protection
Respiratory Care

The specific degree
is indicated in
boldface type.

Continued on next page

Unofficial Advisory

THOMAS EDISON SUMMARY

To complete your Bachelors Degree from the Thomas Edison State College, it appears you need to complete the following courses/semester hours:

Written Expression	6 sh
Humanities	9 sh
Social Sciences/History	12 sh
Natural Sciences/Mathematics	18 sh
Liberal Arts Electives	3 sh
Core	21 sh
Specialization	33 sh
Free Electives	18 sh

sh = semester hours

Program Cost:	Application Fee	\$ 75
	Enrollment Fee	\$200
	Graduation Fee	<u>\$150</u>
	Total	<u>\$420</u>

*Note these are administrative costs. Does not include the cost of any courses required to meet the degree requirements.

This plan requires that 12 SH of coursework be completed through the institution. Approximate cost if \$105 per SH and 7 registration cycles are offered per year. The courses are eligible for TA.

Degree Plan completed by::

Date completed:

This is the only college in the program that actually offers courses.

Chapter 8

Partnership Institutions

Background

Approximately one-third of the all the colleges and universities in the nation offer some of their courses through distance delivery of instruction. They may choose paper-based correspondence, video or audio cassette, computer-facilitated courses, digitally-streamed multimedia pressed to CD's, or internet-delivered virtual classrooms. Many of these colleges offer entire degree programs through distance education.

The Coast Guard Institute working with the Army National Guard Institute has formed a partnership with several institutions to provide distance education programs to USCG personnel. In most cases, reduced fees are available to members of team Coast Guard. Ensure that personnel mention they are Coast Guard with enrolling with the institution.

Associate Degree Programs

Vincennes University, the first to enter the Partnership at the Associates level, offers an Associate's degree that is tailored for the 79T Recruiting and Retention workforce of the Army National Guard. This degree is in Sales and Marketing and is designed to utilize credit 79T NCOs have earned through their military training and experiences to accelerate their path to degree completion. <http://www.vinu.edu/index3.htm>

Strayer University offers Internet-based AA degrees in Accounting, Business Administration, Computer Information Systems, Computer Networking, International Business, Economics, Marketing, General Studies, or Acquisition and Contract Management. Strayer offers a \$200 per course scholarship to keep their courses under the DoD ceiling. Liberal acceptance of credit earned through their military training and college level testing can accelerate the path to degree completion. <http://www.strayer.edu>

Mount Wachusett Community College offers one of the most affordable alternatives to higher education with video and Internet-based Associate degrees - the Personalized Alternative College Education (PACE) - which may include General Studies, Business Administration, Criminal Justice, and Human Services. At only \$93 per credit hour in tuition, anyone can afford to go to college! <http://www.mwcc.mass.edu>

Partnership Institutions, Continued

Associate Degree Programs

The University of Cincinnati offers distance education Associate in Fire Science Technology and Fire and Safety Engineering Technology degrees - the Open Learning Fire Service Program is well known throughout the nation and is attended by countless municipal and military firefighters!

<http://www.uc.edu/firescience/>

University of Northwestern Ohio offers a Military Degree Completion Program - developed with the military in mind. Distance learning through their "Virtual College" affords military personnel the opportunity of taking high-quality, instructor-led courses leading to degrees from anywhere on the planet. So long as there is an e-mail connection, there is connection to Virtual College's anywhere - anytime educational programs. They offer a Associate's in Accounting, Admin Assistant, Agribusiness Marketing, Automotive Management, Business Administration, Computer Science, Legal Assisting/Secretary, Marketing, Medical Office Assistant Technology, Medical Secretary, Pharmacy Assistant Technology, Travel Management, and Word Processing Technology. <http://www.nc.edu/military>

Upper Iowa University offers Associate in Arts degrees with a Liberal Arts emphasis or a General Business emphasis. At only \$155 per credit hour, this is a very affordable alternative.

<http://www.uiu.edu/ed/index2.htm>

Nova Southeastern University offers an **Associate of Arts with a specialization in Early Childhood Education**. The Associate of Arts program is a professional teacher-training program aimed at preparing competent early childhood teachers, particularly in Head Start, childcare, and preschool settings. All courses in the program are Web based for convenience, and with a tuition rate of \$100 per credit hour the program is very affordable.

<http://www.nova.edu/cwis/disted/index.html>

Embry-Riddle Aeronautical University is the world's oldest, largest, and most prestigious university specializing in aviation and aerospace. It is the only accredited aviation-oriented university in the world. The Embry-Riddle Distance Learning Program provides an opportunity for students whose schedules or geographic location interfere with them pursuing their educational goals. The Embry-Riddle program utilizes online support groups, e-mail discussion forums, online help desk, and online bookstores. Embry-Riddle offers an Associate in Science in **Professional Aeronautics**. This program is a 60-hour program, only 25% of the course requirements must be taken with Embry-Riddle, this will allow students with an aeronautical background to apply military training and previous college credit from any regionally accredited institution toward their degree. Undergraduate tuition of \$145 per credit hour is available to ARNG soldiers. <http://www.embryriddle.edu/>

Empire State College. The Center for Distance Learning is a part of **SUNY Empire State College** a nontraditional arts and science college of the State University of New York. The College is an international leader in the development of innovative academic programs that meet the needs of busy adults. Soldiers may apply credit earned from previous college study, nationally evaluated testing programs, such as **CLEP, USAFI/DANTES, Regents College Examinations, Thomas Edison College Examination Program (TECEP) exams and GRE Advanced**, certificates, and military training. The Center for Distance Learning is also able to offer students credit through individual evaluations of experiential learning. Empire State College Center for Distance Learning offers Associate in Science degrees in: **Business, Management and Economics, Science Math and Technology, Community and Human Sciences, Human Development, Cultural Studies, Interdisciplinary Studies, Historical Studies, Labor Studies, and Social Theory, Structure and Change**; and Associate in Arts in: **Community and Human Services, Human Development, Cultural Studies, Interdisciplinary Studies, Historical Studies, Labor Studies, Social Theory Structure and Change, and The Arts**. Tuition for ARNG soldiers is \$113 per credit hour for Matriculated credit, and \$137 per credit hour for Non-matriculated credit. <http://http://www.esc.edu/cdl>

Partnership Institutions, Continued

Barton County Community College is committed to the belief that educational opportunities should be available to all who seek them. Barton County Community College requires 64 credit hours to complete a degree and has a residency requirement of only 15 hours. ARNG soldiers will be able to receive credit for military training, and experience. BCCC also gives credit for DANTES and other nationally evaluated college level tests. The College offers courses through the Internet on a very flexible semester schedule in both 8 and 15-week cycles. Barton County Community College offers Associate Degrees in the following fields of study: **Arts, Science, General Studies, General Studies (Military Studies Emphasis), Applied Science in Hazardous Materials Management, Applied Science in Environmental Health & Safety, Applied Science in Dietary Management, & Applied Science Degree in Military Management (Available Fall 2001).** <http://fr.barton.cc.ks.us/frcampus> or <http://www.ed2go.com/barton>

Troy State University is poised to become one of the leading universities offering adult undergraduate programs and opportunities into the new century, serving our ARNG family throughout the country and abroad through the Troy State University College. Distance Learning through TSU can certainly help students reach their academic goals by lifting the barriers of proximity, geography, and time. Troy State University offers Associate of Science programs in **Business Administration** and **General Studies**. These programs are 60-hour programs, only 25% of the course requirements must be taken with TSU, this will allow students to apply military training and previous college credit from any regionally accredited institution toward their degree. Undergraduate tuition is a very reasonable \$110 per semester hour.
<http://www.tsufl.edu/distancelearning/>

Harold Washington College delivers college level courses to US Military Personnel with courses delivered in video, audio, computer-based instruction, CD-ROM, E-mail, and Internet. Harold Washington College is a charter member of the Servicemembers Opportunity College (SOC) network. As a SOC college HWC must grant college credit for ARNG soldier's occupational specialty provided he/she takes 15 hours of credit courses with HWC. HWC is currently offering Associate in Arts degrees in Accounting, Latin American Studies, Astronomy, Mathematics, Biology, Mid-Management, Botany, Physical Science, Business Administration, Spanish, Computer and Information Science, Speech, English, General Studies, Environmental Studies (Ecology), and Women's Studies. Tuition for ARNG soldiers is \$120 per credit hour.
<http://www.ccc.edu/hwashington/>

Liberty University. The mission of Liberty's External Degree Program is to provide adults who are at least twenty-five years of age with a quality education without the restrictions of full-time on-campus attendance. Students can choose courses from Liberty University or Liberty Baptist Theological Seminary. The curricula offered by the External Degree Program have been adapted for adult learners from the University's on-campus programs. While some of the majors and courses offered are identical to that on-campus, some have been specifically adapted for distance learning. Liberty University offers Associate of Arts degrees in General Studies and Religion.
<http://www.liberty.edu/Admissions/distance/>

Continued on next page

Partnership Institutions, Continued

Bachelor Degree Programs and Planning Services

Western Illinois University Board of Trustees offers a Bachelor of Arts degree program through paper-based correspondence, video cassette, and Internet-based instruction. ARNG soldiers receive the affordable in-state rate of only \$93.75 per semester hour. In addition to military-friendly policy of acceptance of non-traditional credit, WIU also offers evaluation of life experiences for college credit via portfolio assessment. <http://www.wiu.edu/users/milbogd>

Pennsylvania State University offers over 300 courses through distance delivery. ARNG soldiers receive the in-state reduced tuition rate when enrolling in these courses. A variety of instructional delivery methods are offered, including correspondence, multimedia, and internet-delivered courses.

<http://www.outreach.psu.edu/DE/>

Saint Leo University offers Internet-based BA and BS degrees in Accounting, Business Administration, or Computer Information Systems. Saint Leo University offers a tuition reduction of \$180 per course. They utilize digitally streamed video and audio instruction pressed to CD-ROM or on the web along with virtual classroom interaction with professor and students on the web and online testing. <http://www.universityalliance.com/ngistleo>

Strayer University offers Internet-based BS degrees in Accounting, Business Administration, Computer Information Systems, Computer Networking, International Business, or Economics. Strayer University offers a \$200 per course scholarship. Liberal acceptance of credit earned through their military training and college level testing can accelerate the path to degree completion. <http://www.strayer.edu>

New Jersey Institute of Technology offers video and Internet-based Bachelor of Arts in Information Systems or Bachelor of Science in Computer Science. Using cutting edge technology, NJIT is recognized as being "America's most wired public university." <http://www.njit.edu/>

The University of Northern Iowa has a long history of providing distance education courses via guided correspondence study, or, for those within the state, via the Iowa Communications Network. They offer a Bachelor of Liberal Studies degree with a very flexible curriculum. Students enrolling in their correspondence courses are allowed 12 months to complete, after which

Continued on next page

Partnership Institutions, Continued

Bachelor Degree Programs and Planning Services

they may request tuition assistance reimbursement. The in-state rate between \$92 and \$122 per semester hour is most reasonable. <http://www.uni.edu/infosys/distance.html>

The University of Washington offers an Internet-based Bachelor of Science in Computer Software Systems. With over 130 courses offered on the web, anytime, anywhere, they offer flexible alternatives to traditional education. In addition, a Bachelor of Science in Nursing is being developed in Fall 2000 and a Bachelor of Science in Construction Management in 2001. At \$109 per quarter credit, the in-state rate offered to ARNG soldiers is quite affordable. <http://www.outreach.washington.edu/dl/degree.asp>

Mississippi State University a Bachelor of Science in Geosciences with an emphasis in Operational Meteorology. This three year program is completely online with VHS tapes to supplement the instruction (soon to be pressed to CD). The cost of \$130 per semester hour offers an excellent opportunity for those serving in meteorological fields. A Masters Degree Program in Teachers Geoscience is also available. <http://www.msstate.edu/dept/geosciences/distance.html>

Nova Southeastern University offers an online distance delivered Bachelor's degrees in Professional Management. Modes of delivery to students include not only online courses via the Internet, but also other modes, such as compressed video, and audio teleconferencing. Technologies such as the electronic classroom and audio teleconferencing (much like conference calling), add another dimension to the university's distance education programs by bringing instruction to the homes and offices of students. <http://www.nova.edu/cwis/disted/index.html>

Continued on next page

Partnership Institutions, Continued

Bachelor Degree Programs and Planning Services

University of Northwestern Ohio offers a Military Degree Completion Program - developed with the military in mind. Distance learning through their "Virtual College" affords military personnel the opportunity of taking high-quality, instructor-led courses leading to degrees from anywhere on the planet. So long as there is an e-mail connection, there is connection to Virtual College's anywhere - anytime educational programs. They offer a Bachelor's in Accounting, Health Care Management, and Business Administration with a concentration in either Agribusiness Management, Marketing, or Automotive Management. <http://www.nc.edu/military/>

Bellevue University offers three undergraduate degrees: Bachelor of Arts, Bachelor of Science, and Bachelor of Fine Arts. Degrees and courses are offered in three formats: online, traditional term-by-term, and accelerated. With 38 majors offered, students have a wide selection to choose from. Their tuition rate of \$155 per credit to ARNG soldiers makes their programs very affordable. <http://www.bellevue.edu/Online/index.html>

University of Alabama has an External Degree (EXD) Program, established in 1973, which is an interdisciplinary program through which adults can complete requirements towards a Bachelor of Arts or Bachelor of Science degree. An interdisciplinary degree is one that allows students to blend several areas of educational interests, (including: Humanities, Human Services, Social Sciences, Communication, Natural Sciences, Administrative Sciences, Applied Sciences), into meaningful curriculums to suit individual needs. <http://bama.ua.edu/~exd/>

Upper Iowa University offers Bachelor of Science degrees with majors in Accounting, Business, Management, Marketing, Public Administration (with a General, Law Enforcement, or Fire Science emphasis), Human Resources Management, Human Services, and Social Science. At only \$155 per credit hour, this is a very affordable alternative. <http://www.uiu.edu/ed/index2.htm>

Embry-Riddle Aeronautical University is currently offering Bachelor of Science degrees in **Professional Aeronautics**, and Management of technical operations, through distance learning. With tuition rates for ARNG soldiers of \$145 per credit for undergraduate programs, anyone can afford to reach their educational goals. Soldiers with a background in aviation may already have up to 75% of the required credit for a Bachelor's degree, based on military training and experience. <http://www.embryriddle.edu/>

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Partnership Institutions, Continued

Bachelor Degree Programs and Planning Services

Empire State College. The Center for Distance Learning is a part of **SUNY Empire State College**. Empire State College Center for Distance Learning offers Bachelor of Science degrees in the following: **Management & Economics, Science Math & Technology, Community & Human Services, Human Development, Cultural Studies , Interdisciplinary Studies, Historical Studies, Labor Studies, and Social Theory, Structure & Change**; and Bachelor of Arts degrees in: **Community & Human Services, Human Development, Cultural Studies , Interdisciplinary Studies, Historical Studies, Labor Studies, Social Theory, Structure & Change, and The Arts**. Only 32 of the 128 credit hours required must be taken from Empire State College. Empire State College accepts transfer credit from other regionally accredited institutions, nationally evaluated testing programs, and individual evaluations of experiential learning. Tuition for ARNG soldiers is \$113 per credit hour for matriculated credit, and \$137 per credit hour for non-matriculated credit. <http://http://www.esc.edu/cdl>

Governor's State University offers a **Bachelor of Arts Degree (General Studies)** through distance learning. Tuition rates for ARNG soldiers are as follows: \$95 per credit hour tuition, \$10 per credit hour extended learning fee, and \$40 per credit hour distance support charge. Courses are available through paper-based correspondence, videocassette courses, Internet based correspondence, and CD-ROM. <http://www.govst.edu/users/gsudxl/hdr-4.map>

Graceland University's Outreach Program is a flexible, multifaceted curricular approach to education designed to allow working RNs and other health care professionals to pursue their degrees while studying at home with minimal interruption of work or family obligations. Graceland University offers Bachelor of Science in **Nursing**, and **Addiction Studies**. Tuition cost is \$275 per semester hour for directed independent study or Internet course. Graceland accepts up to 30 semester hours of undergraduate credit for college-level learning that occurred from prior work and life experience. Graceland also accepts credit for military training and experience. There is no limit to testing credit accepted toward degree completion. <http://216.27.10.184/index.htm>

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Partnership Institutions, Continued

Bachelor Degree Programs and Planning Services

Troy State University offers a Bachelor of Applied Science in **Resources Management**.

Distance Learning mirrors traditional classroom courses from admissions and registration to content and instruction to evaluation and testing criteria. All financial aid and tuition assistance programs accepted by TSU are honored for Distance Learning courses. Tuition rates of \$110 per semester hour make a Bachelor's Degree from Troy State University very affordable.

<http://www.tsufl.edu/distancelearning/>

Southern Christian University is one of the nation's leading universities offering distance learning programs and services to adults nationally. SCU is partnering with the U.S. Department of Education to serve as a national model that will help chart the future of distance learning. Through partnership with ARNG Institute SCU is offering the following Bachelor Degree programs: Bachelor of Science in **Management Communication, Human Development, Liberal Studies, & Ministry**; and Bachelor of Arts in **Biblical Studies**. Students must complete 32 semester hours or 25% of credits with SCU for degree completion. All other credit may be earned through military experience, national testing programs, and transfer credit from other regionally accredited institutions. There are no on-campus requirements.

<http://www.southernchristian.edu/>

Roger Williams University's Open College offers external, distance learning, and continuing education programs in many areas of study. RWU offers Bachelor of Science & Arts degrees in **Business Management, Criminal Justice, Industrial Technology, Public Administration, & Social Science**. Up to three years of credit may be granted for Military service and training, transfer credits from other colleges, CLEP examinations, and Credit for life and job-related learning. Roger Williams University offers reduced tuition for Military students. Courses are available on-line, and students will have access to full-time faculty who take pride in personalized service. <http://www.rwuonline.cc/>

Norwich University is unique among institutions of higher education. Others may make the same claim, but no other university combines a military tradition of nearly two centuries, five of the more innovative low- and non-residency programs in higher education, and a broad range of traditional undergraduate degree programs. Norwich University is currently offering a Bachelor of Arts (General Studies) through partnership with ARNGI. Norwich University will accept up to 75 credits from other accredited institutions, DANTES, CLEP, workshop, life experiences, or military training. The tuition rate for ARNG soldiers is \$302 per credit. <http://www.norwich.edu/>

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Partnership Institutions, Continued

Bachelor Degree Programs and Planning Services

Washington State University has been using a variety of proven distance learning technologies to deliver Bachelor degrees to students around the United States since 1992. The blend of Internet, video, text and technology-based interaction enables students to meet or exceed expected academic outcomes. Academic credit earned through CLEP exams, the DANTES program or military training and experience may be transferable as elective credit to WSU. Washington State University is currently offering Bachelor of Science in **Social Sciences**, Bachelor of Arts in **Business Administration**, Bachelor of Arts in **Criminal Justice**, Bachelor of Arts in **Human Development**, Bachelor of Science in **Agriculture**, and Bachelor of Science in **Nursing** through distance learning. Flexible enrollment courses have a set fee of \$130.00 per credit hour. Tuition for semester based courses is set depending on state residency.

<http://www.wsu.edu/DistanceLearners.html>

Liberty University is currently offering Bachelor of Science in Business, Bachelor of Science in Psychology, & Bachelor of Science in Religion through distance learning. With 75% tuition assistance and a 25% scholarship for ARNG personnel there is no out of pocket expense for undergraduate coursework completed at Liberty University.

<http://www.liberty.edu/Admissions/distance>

Master Degree Programs

Auburn University was the first graduate school to partner with ARNGI. They offer Master's degrees in Master of Aerospace, Chemical, Civil, Computer Software, Electrical and Computer, Industrial Systems, Materials, and Mechanical Engineering (No residency is required for these degrees.) In addition, they offer: Master of Business Administration (MBA), Master of Accountancy, and a Master of Management Information Systems

<http://www.eng.auburn.edu/gop/>

Strayer University offers Internet-based Master's degrees in Professional Accounting, Business Administration, Computer Information Systems, and (Computer) Communications Technology. Strayer University offers a \$200 per course scholarship which keeps their cost below the national average. <http://www.strayer.edu>

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Partnership Institutions, Continued

Master Degree Programs

The US Sports Academy offers Internet-based Master in Sport Science in Sports Management, Sport Medicine, Sport Coaching, Sports Fitness, and Recreation Management. Rolling enrollment periods allow students to begin a course at any time and provides 16 weeks for completion. The US Sports Academy is unique in that it is the only regionally accredited graduate institution in the nation dedicated to sports-related education. <http://www.sport.ussa.edu/>

The New Jersey Institute of Technology offers video and Internet-based Master of Science in Engineering Management or Information Systems. In addition, they offer graduate certificates in Computer Networking, eCommerce, Information Systems Design and Development, Object-Oriented Design (C++), Practice of Technical Communications, Programming Environmental Tools, and Telecommunications Networking. <http://www.njit.edu/>

The University of Washington offers an Internet-based Master of Science in Aeronautics and Astronautics, Electrical Engineering, Materials Science Engineering, or Mechanical Engineering. With over 130 courses offered on the web, anytime, anywhere, they offer flexible alternatives to traditional education. <http://www.outreach.washington.edu/dl/degree.asp>

The Florida Institute of Technology offers Internet-based, CD-ROM supplemented, Master of Science in Acquisition and Contract Management, Human Resource Management, Logistics Management, Management, Materiel Acquisition Management, or Systems Management, as well as a professional MBA and a Master of Public Administration. <http://www.fit.edu/>

Regent University offers distance degree courses delivered through a combination of audiotape and Internet-based virtual classroom interaction. They offer many Master's degrees including Organizational Leadership (focused on the military - taught by DoD officers), an MA in Communications, MPA, MBA, Masters in Practical Theology, Biblical Studies, Political Management, Public Policy, and an LLM. <http://www.regent.edu/distance>

Continued on next page

Partnership Institutions, Continued

Master Degree Programs

Upper Iowa University offers offers a Masters Program in Business Leadership with an emphasis in the following areas: Human Resources Management, Organizational Development, Quality Management, and Accounting. Upper Iowa offers a 25% scholarship to Army National Guard members. At \$200 per semester hour after scholarship, the tuition rates are very affordable.

<http://www.uiu.edu/ed/index2.htm>

Nova Southeastern University offers distance delivered Master's degrees in Education, Medical Sciences, Computer Science, Computer Information Systems, Management Information Systems, Computing Technology in Education, Business Administration, and Accounting. At NSU, distance education is delivered using a variety of instructional delivery systems. Modes of delivery to students include not only online courses via the Internet, but also other modes, such as compressed video, and audio teleconferencing. Technologies such as the electronic classroom and audio teleconferencing (much like conference calling), add another dimension to the university's distance education programs by bringing instruction to the homes and offices of students.

<http://www.nova.edu/cwis/disted/index.html>

Bellevue University offers Internet-based Master's degrees in Leadership, Business Administration, and an MBA in Accounting. Their tuition rate of \$280 per credit to ARNG soldiers makes their online graduate degree programs some of the lowest cost in the nation.

<http://www.bellevue.edu/Online/index.html>

The University of Arkansas offers a Master of Science in Engineering with an Emphasis in the following areas: Biological & Agricultural Engineering, Chemical Engineering, Civil Engineering, Computer Engineering, Electrical Engineering, Industrial Engineering, Mechanical Engineering, Operations Research, Telecommunications Engineering, & Transportation Engineering. Tuition for ARNG soldiers is \$280 per semester hour. The Engineering Distance Education Center (EDEC) offers the **Master of Science in Engineering** degree as a work-at-home videotaped series. This is a fully accredited graduate program whose candidates are engineers holding undergraduate degrees. <http://engr.uark.edu/engr/engr/students.html>

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Partnership Institutions, Continued

Master Degree Programs

Embry-Riddle Aeronautical University offers a Master of Aeronautical Science, through distance learning. The degree program provides the opportunity for flight crew members, air traffic control personnel, flight operations specialists, industry technical representatives, and aviation educators to enhance their knowledge and pursue additional career opportunities. There are four specializations from which the student may choose: **Aviation/Aerospace Management, Aviation/Aerospace Operations, Aviation/Aerospace Safety Systems, and Human factors in Aviation Systems**. Tuition for ARNG soldiers in the graduate degree program is \$315 per credit hour. This is a discounted rate of 75% the on-site tuition rate. 66% of the 36 semester hours required for the Master's program must be completed from Embry-Riddle.

<http://www.embryriddle.edu/>

The Fielding Institute has been at the forefront of distributed learning for 25 years. Their programs are **live, online and interactive CE Programs**-an exciting new way to experience the cutting edge of learning. The Fielding Institute offers a Master of Arts in **Organizational Management**, and a Graduate Certificate in **Organizational Management**. The Fielding Institute does accept ACE recommendations for transfer of military credit, up to a limit of 10 semester hours. <http://www.fielding.edu/index.htm>

Mississippi State University offers a Master of Science degree in Geoscience through distance learning. The Teachers In Geosciences program (TIG) is designed for K-12 teachers needing to broaden their background in the earth sciences. The program is open to anyone with a Bachelor's degree and an interest in the geosciences. The program would be excellent for military personnel, as it would (1) expose them to topics in meteorology, geology, climatology, oceanography, planetary science, environmental science and hydrology that they can use in their current position and (2) enable them to combine this degree with an education degree to become an earth science teacher once they retire from the service. <http://www.msstate.edu/dept/geosciences/distance.html>

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Partnership Institutions, Continued

Master Degree Programs

The Georgia Institute of Technology Center for Distance Learning has internationally available programs, which deliver high-quality, graduate level courses in fields of engineering. Master of Science degrees are available in **Electrical and Computer Engineering, Environmental Engineering, Health Physics/Radiological Engineering, Industrial Engineering, and Mechanical Engineering**. Courses are available via the Internet and videotaped correspondence. <http://www.conted.gatech.edu/distance/index.html>

Graceland University currently offers the following Graduate level programs through distance education: Master of Science in **Nursing**, and Master in **Education**. Tuition cost for ARNG soldiers is \$380 per semester hour for directed independent study or Internet course. Graceland University has not set a limit to the amount of credit given for military training and experience. <http://216.27.10.184/index.htm>

Troy State University is currently offering the following Graduate Degrees via : **Master of Science, International Relations; Master of Science, Human Resource Management; Master of Public Administration; and Executive Master of Business Administration**. Distance Learning courses are Web-based, and provide the student with the same learning outcome as traditional classroom courses. Tuition for TSU's Graduate program is \$225 per semester hour. <http://www.tsufl.edu/distancelearning>

Southern Christian University offers the following Master programs: Master of Science in **Organizational Leadership, Counseling/Family Therapy, & Ministry**; Master of Arts in **Biblical Studies**; Master of Divinity in **Family Therapy, & Christian Ministry**. Utilizing state-of-the-art technologies, SCU's distance learning programs and services are delivered to students over the Internet. All courses are available on-line via interactive web instruction. <http://www.southernchristian.edu/>

Regis University School for Professional Studies has been at the forefront of providing educational opportunities to the adult student since 1971 and continues the long tradition of educating men and women of all ages to take leadership roles and to make a positive impact on a changing society. Regis has a rich history of providing a worthwhile educational experience in degree programs to the adult distance student. Regis is currently offering Master of Business Administration (MBA), MSCIS (Master of Science Computer Information Systems, MSM (Master of Science in Management), Master of Nonprofit Management (MNM),

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Partnership Institutions, Continued

Master Degree Programs

and Master of Arts in Liberal Studies (MLS) through distance education.
<http://www.regisonline.org/> or <http://www.universityalliance.com/ngiregis>

Norwich University offers both a General Master of Arts and a Military Master of Arts through distance learning. Norwich utilizes paper-based correspondence, Internet-based learning, and brief, on-campus residencies in the distance learning program. Tuition for the General Graduate Program is \$409 per credit, and for the Military Graduate Program is \$689 per credit.
<http://www.norwich.edu/>

Washington State University offers a Master of Science in Agriculture through distance learning. All Extended Degree Programs staff members are committed to providing personal, high quality service to each student. All students enrolled in distance courses have access to six libraries through Extended Degree Library Services. <http://www.wsu.edu/DistanceLearners.html>

The Master of Science in Instructional & Performance Technology (IPT) degree, offered by **Boise State University** is intended to prepare students for careers in the areas of instructional technology, performance technology, instructional design, performance improvement, training, education and training management, human resources, organizational development, and human performance consulting. Boise State University offers the M.S. degree in Instructional & Performance Technology through an entirely nonresident course of study. Students all over the world participate in Boise State University's Instructional & Performance Technology degree program from their home locations. Tuition for ARNG soldiers is \$365 per credit.
<http://coen.boisestate.edu/dep/ipt.htm>

Liberty University offers Master of Business Administration, Master of Education, Master of Arts in Counseling, Master of Arts in Religion, & Master of Divinity through the External Degree Program. <http://www.liberty.edu/Admissions/distance/>

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Partnership Institutions, Continued

Doctorate Degree Program

Auburn University offers many doctorate degree programs through video cassette, as well: Doctor of Philosophy in Aerospace, Chemical, Civil, Computer Software, Electrical and Computer, Industrial Systems, Materials, and Mechanical Engineering (Oral defense of dissertation required on campus)

<http://www.eng.auburn.edu/gop/>

Regent University offers distance degree courses delivered through a combination of audiotape and Internet-based virtual classroom interaction. They offer many doctorate degrees with minimal residency requirements including a Ph.D. in Organizational Leadership (in Business, Government, Education, the Ministry, or a multi-disciplinary combination thereof), a Doctorate of Strategic Leadership, and a Ph.D. in Communications. <http://www.regent.edu/distance/>

Nova Southeastern University offers online distance delivered Doctorate degrees in Occupational Therapy, Physical Therapy, Computer Science, Computer Information Systems, Computing Technology in Education, Business Administration, Dispute Resolution, and Accounting. At NSU, distance education is delivered using a variety of instructional delivery systems. Modes of delivery to students include not only online courses via the Internet, but also other modes, such as compressed video, and audio teleconferencing. Technologies such as the electronic classroom and audio teleconferencing (much like conference calling), add another dimension to the university's distance education programs by bringing instruction to the homes and offices of students. Some of these doctorate degree programs require brief residencies on campus. <http://www.nova.edu/cwis/disted/index.html>

Southern Christian University offers Doctorate Degrees in **Family Therapy**, & in **Ministry** through distance Education. Low interest loans are available to qualified students attending SCU. <http://www.southernchristian.edu>

Liberty University's Doctor of Education in Educational Leadership is designed to prepare competent effective leaders with a Christian worldview who will model high standards and assume a leadership role in the field of education. <http://www.liberty.edu/Admissions/distance/>

Chapter 9

External Degree Programs

Overview	<i>The DANTES External Degree Catalog</i> lists credit-bearing certificate, undergraduate, and graduate external degree programs selected to meet the needs of the military student. All institutions listed are regionally accredited. Almost all of the external degree programs listed have minimal or no residency requirements.
Reference	<i>The DANTES External Degree Catalog</i> (stock number 2304) may be ordered from DANTES (Code 30j) using the <i>DANTES Material Request Form</i> (DANTES 1561/5). See the chapter on DANTES for additional Information.

Description of External Degree Programs

Process	Most of the programs offered do not require any on-campus time. They offer great study flexibility for use in the states or overseas, at home, or on the road. A wider choice of majors is available than normally offered on military installations or aboard ship.
Technology	<p>A number of delivery options provide choices and flexibility. Options include Internet-based courses, conventional mail, fax, video, electronic mail, and computer conferencing, among other more traditional choices. Some delivery methods allow students access to school administrators, instructors, and one another.</p> <p>Correspondence instruction relies heavily on pen, paper, and textbooks. When using some of the newer technologies, students can use audiotapes, cable, satellite, or videos to view lessons in the comfort of their homes or workplaces. Others may enroll in programs supported by voice mail and phone conferences with instructors. Some programs will rely heavily upon computers, using computer bulletin boards and computer-conferencing via the Internet for time and place independent communication among students and instructors.</p>

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External Degree Programs, continued

No matter where Coast Guard members are stationed or what their duties may be, opportunities exist for selecting from many high-quality courses and degrees.

Using the DANTES External Degree Catalog

Layout The Catalog is divided as follows:

Section	Contents
White	General User Information
Pink	Certificate Programs
Green	Associate Degrees
Yellow	Baccalaureate Degrees
Blue	Master's Degrees
Taupe	Doctoral Degrees

Finding Programs The easiest way to find a specific course of study is to turn to the index at the back of the Catalog.

Step	Action
1	Determine desired educational program.
2	Determine level of study.
3	Turn to the appropriate section in the index of the Catalog.
4	Scan the index until you find the desired program.
5	Review the list of colleges offering the program.
6	Review the institutional listing for each of the colleges offering the desired program of study.
7	On the Institutional page, note the section "Graduation Requirements" and review the campus residency. Most entries will state "None" but there are a few that have a short residency requirement.
8	Present the options to the student for final decision.
9	Contact the desired school for a catalog.

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External Degree Programs, continued

Tips for Success with External Degree Programs

1. Develop a plan for completing the course and put that plan on paper. Set aside specific hours for study.
2. Work in an atmosphere that allows you to study effectively.
3. Include milestones to be reached by a specific time.
4. Check progress periodically; build the checkpoints into the plan.
5. Check the plan against the course outline and study guide provided by the school. Ensure the plan is realistic when compared to work scheduled and other obligations.
6. Submit the first lesson as soon as possible.
7. Review all graded/returned lessons in the first part of your study session and review text materials to ensure an understanding of the concepts presented in past chapters.
8. Discuss what you learned with someone else. Discussing new information enhances learning.
9. Try to enroll in the same course with two or three friends. Form a study team and meet as often as possible, at least twice a week.
10. Find someone with knowledge in the subject area; use that person as a resource to talk with about the course.
11. Make contact with your instructors. Let them know of special problems or questions you have as early as possible.
12. Complete lessons and examinations as required by the school. Ensure all work is clearly written.

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External Degree Programs, Continued

Enrollment Procedures

The DANTES Distance Learning Enrollment Form for Service Members (DANTES Form 1562/31) may be used to enroll with any of the institutions listed in the *DANTES External Degree Catalog*. See the chapter on DANTES for ordering information.

The form must be filled out completely and accurately, signed by the applicant and by the certifying official (ESO).

- A money order, cashier's check, certified check, or personal check for the exact enrollment costs as listed for the specific course should be mailed to the institution with the first two copies of the form.
 - Some institutions require separate payment for books. Check the Institutional page in Section 2 of the DISC to determine the policy and mailing address.
 - If VA education benefits are claimed, the enrollment must include VA form 22-1990a.
 - Do not send copies of the form to DANTES or the USCG Institute.
-

Tuition Assistance (TA)

Since most distance learning courses allow the student several months to complete the course, tuition assistance will be paid when the student successfully completes the course. **When the course is completed** eligible USCG members, shall submit the following documents to the USCG Institute to claim reimbursement:

1. USCG Form 4147, "Application for Off-Duty Assistance"
 2. Receipt showing dollars paid
 3. Extract from the catalog showing tuition charges
 4. Copy of the grade report
-

Continued on next page

External Degree Programs, Continued

Tuition Assistance (TA), continued

When the institution's catalog lists that the course must be completed in 18 weeks or less, tuition assistance may be provided at the time of course enrollment. In these rare situations, the documents listed below shall be submitted to the USCG Institute:

1. DANTES Distance Learning Enrollment Form
2. USCG Form 4147, "Application for Off-Duty Assistance"
3. Documentation from the institution confirming that the course must be completed within the 18-week window.

When the course is approved, a "TA Authorization Form" will be issued. This form should accompany the enrollment package to the institution.

For additional information on applying for TA, please see the chapter on TA.

Chapter 10

Resident College Programs

Local Resources

In most cities throughout the United States there are colleges and universities located within a reasonable commuting distance that offer traditional degree programs. Traditional degree programs are normally located on a college campus and offer classes during the day. Most colleges also offer classes in the evenings to accommodate the needs of working adults.

In many states, active duty members and their dependents are allowed in-state rates, which are significantly less than out-of-state fees. See Figure 10-1 for state policies. Occasionally, ESOs are required to write a letter to the college or university documenting the member or dependents duty station.

ESO should maintain current copies of catalogs, degree programs, and course listings for each semester/quarter.

Enrollment

Members may elect to enroll in a specific degree program or as an independent student. It is often difficult to complete a degree program in one tour. Therefore, members should be informed of the external degree program, the virtual universities, and SOC institutions. Additionally, members should be informed that:

- * most colleges will award some credit for their military learning experiences
- * a transcript of their military learning experiences may be requested from the CGI. (See the Chapter on *Transcripts* for additional information.)
- * college credit examinations can significantly expedite the member's degree program.

Members should be referred to the counselor on the campus if there are specific questions about the degree plans, course content or prerequisites.

See the Chapter on *Tuition Assistance* (TA) for information on submitting TA forms as well as the Chapter on *Scholarships, Loans and Grants*.

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Resident College Programs, Continued

Other Resources

Members moving to other locations can obtain information on schools in other geographic regions through the web at:

<http://www.collegequest.com>

<http://www.usnews.com/usnews/edu/college/cosearch.htm>

The USCG Relocation Counselor may also provide information on colleges and universities at the member's new duty site.

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In-State Tuition Policy for Members and Dependents

STATE	MEMBER	DEPENDENT	REMARKS
Alabama	Yes	Yes	
Alaska	Yes	Yes	
Arizona	Yes	Yes	
Arkansas	Yes	Yes	
California	Yes*	Varies	
Colorado	Yes**	Yes**	
Connecticut	No	No	
Delaware	Varies	Varies	Varies by Institution
District of Columbia	Yes	Yes	
Florida	Yes	Yes	
Hawaii	Yes	Yes	
Idaho	Yes	Yes	
Illinois	Varies	Varies	Varies by Institution
Indiana	Varies	Varies	Varies by Institution
Iowa	Yes	Yes	
Kansas	Yes	Yes	
Kentucky	Yes	Yes	
Louisiana	Yes	Yes	
Maine	Yes	Yes	
Maryland	Yes	Yes	
Massachusetts	No	Yes	Double-checked info.
Michigan	Varies	Varies	Varies by Institution
Minnesota	Varies	Varies	Varies by Institution
Mississippi	Yes	Yes	
Missouri	Yes	Yes	
Montana	Yes	Yes	
Nebraska	Yes	Yes	
Nevada	Yes	Yes	
New Hampshire	Yes	Yes	
New Jersey	Yes	Yes	
New Mexico	Yes	Yes	
New York	Yes	Yes	
North Carolina	Yes	Yes	
North Dakota	Yes	Yes	
Ohio	Yes	Yes	
Oklahoma	Yes	Yes	
Oregon	Yes	Yes	
Pennsylvania	Yes	Yes	

Figure 10-1

Continued on next page

In-State Tuition Policy for Members and Dependents, Continued

STATE	MEMBER	DEPENDENT	REMARKS
Puerto Rico	Varies	Yes	Varies by Institution
Rhode Island	Yes	Yes	Spouse only
South Carolina	Yes	Yes	
South Dakota	No	No	
Tennessee	Yes	Yes	
Texas	Yes	Yes	
Utah	Yes	Yes	
Vermont	No	Yes	
Virginia	No**	Varies	Varies by Institution
Washington	Varies	No	Varies by Institution
West Virginia	Yes	Yes	
Wisconsin	Yes	Yes	
Wyoming	Yes	Yes	

* In-state rates are granted until he or she has resided in the state for the minimum time necessary to become a resident. In-state rates granted at all community colleges.

** In-state rates are granted after meeting state residency requirements.

Note: Tuition charges are different if assigned to a particular state for educational purposes only.

Information provided on this chart was extracted from the DANTES web site. To review on line see <http://voled.doded.mil/dantes/refpubs>

Chapter 11

Servicemembers Opportunity Colleges (SOC)

Introduction

SOC is a consortium of national education associations and about 1,300 regionally accredited colleges and universities pledged to ease the difficulties of servicemembers seeking a postsecondary education. More information is available at <http://www.soc.aascu.org>.

SOC Criteria

SOC member schools recognize the problems faced by military students whose jobs require frequent moves. Therefore SOC member schools have agreed to certain principles and criteria which make it easier to obtain college degrees rather than just accumulate course credit. Specifically, SOC schools will:

- * Limit the amount of course work students must take at a single college to no more than 25% of degree requirements. Additionally, this 25% cannot be required during the final semester.
 - * Design transfer practices to minimize loss of credit and avoid duplication of course work.
 - * Award credit for military learning experiences.
 - * Award credit for national tests such as CLEP, DSST, and ECEP.
-

SOC Networks

The Army, Navy, and Marine Corps have developed specific network degree programs. Through these networks, member institutions agree to more specific criteria:

- * Act as “home college” and issue a Student Agreement that serves as a degree plan to enrolled students.
 - * Guarantee to accept each other’s courses in transfer within curriculum areas such as management, computer studies, and others.
-

Continued on next page

Servicemembers Opportunity Colleges (SOC),

Continued

Participation

The Coast Guard is a participating member of the SOC program. Members are allowed to participate in the basic SOC program, which is outlined in the section "SOC Criteria". Participation in the SOC networks is at the discretion of the home college.

Counseling Tips

There is frequently a wide variance in the credit acceptance policies of institutions. SOC institutions are no different. Members should be counseled to be smart consumers of education just as they are of any expensive commodity.

SOC publishes the SOC Guide, which provides detailed information on each member institution's policies on the acceptance of non-traditional education. Some of the information provided is:

- Credit awarded for the CLEP General Examinations, the CLEP Subjects, DSSTs, and Excelsior Exams as well as the score required.
- Credit awarded for ACE Guide recommended credit (separated by training courses and rates).

When reviewing the entries, note the scores required on the tests. If they are significantly higher than the ACE credit recommendation, the member might be advised to review other schools.

To order the *SOC Guide*, see the Chapter on DANTES and order stock number 2109.

U.S. Department of
Homeland Security

United States
Coast Guard



U.S. Coast Guard
Coast Guard Institute

5900 SW 64th Street
Oklahoma City, OK 73169-6990
Staff Symbol: VE
Phone: 405-954-7239
Fax: 405-954-7249
Email:
jtaylor@cginstitute.uscg.mil

CGI PUB 1550.1

COAST GUARD INSTITUTE INSTRUCTION 1550.1

Subj: SERVICEMEMBERS OPPORTUNITIES COLLEGES COAST GUARD (SOCCOAST)
PROGRAM

Ref: (a) ALCOAST 133/03
(b) Education Services Officer Procedures Guide, Volume III, CGI Publication 1550.1A dtd
14 June 2001

1. **PURPOSE.** This instruction establishes policies, procedures and standards for the SOCCOAST Afloat program.
2. **ACTION.**
 - a. The Education Services Officer (ESO) assumes responsibility for safeguarding the laptop computer loaned by the institution and returning the computer to the institution. The laptop will be returned to the institution via FedEx and insured for \$1,200. Prior to returning the laptop, ESOs are encouraged to survey personnel interested in taking classes next term. If five people are interested in enrolling with the institution the next term, retain the laptop, secure it, and start using it when the course materials arrive.
 - b. Proctoring all examinations associated with the course (mid-term and final) shall also be assured by the ESO.
 - c. ESOs are encouraged to aid students in developing a study schedule, which will also aid in scheduling use of the computer and ensuring equal access by all students.

DISTRIBUTION – SDL No.140

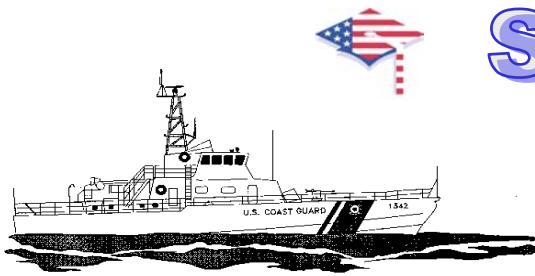
	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	1	1	1		1	1	1	1	1	1		1	1	1	1	1	1	1	1		1					
B	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
C	1	1		1	1	1	1	1	1	1	1	1	1		1	1	1	1	1	1	1	1	1	1	1	1
D	1	1	1	1	1								1							1			1	1	1	1
E		1						1						1	1				1				1			
F	1	1	1	1	1	1	1	1							1	1	1	1	1	1						
G	1	1	1																							
H																										

NON-STANDARD DISTRIBUTION:

- d. To facilitate the proper distribution and accountability of the leased computers, all cutter ESOs are required to complete and return enclosure (4). Additionally, whenever the ESO is transferred or relieved, the Commanding Officer shall notify the Institute and the SOCCOAST institution immediately of the name of the new ESO utilizing enclosure (5).
3. **DIRECTIVES AFFECTED.** This directive is a supplement to reference (b). It is to be inserted at the end of chapter 11.
4. **FORMS / REPORTS.** Forms that are required are attached as enclosures (1) through (5) and may be reproduced locally as needed.
5. **BACKGROUND.** The SOCCOAST Afloat program was announced via reference (a). All the conditions and criterion of SOCCOAST institutions apply to the Afloat program and may be found in reference (b). This network ensures the guaranteed transferability of college credit and award of credit for military schools and occupational experiences. Through SOCCOAST continuation of the member's degree plan can continue regardless of the member's assignment.
6. **DESCRIPTION.** SOCCOAST Afloat is designed to aid those personnel deployed on a cutter (110 foot or larger) in continuing their education while underway. The participating institutions have agreed to loan a laptop computer to shipboard ESOs when at least 5 students are enrolled from the ship. Current tuition assistance policy, rates, and procedures apply to all courses taken under the Afloat Program. Information on the institutions, their programs and point of contact is provided on enclosure (1). An ESO job aid is provided as enclosure (2). The SOCCOAST Afloat Unit Enrollment Form is provided as enclosure (3) and is the transmittal form for communicating enrollments with the member institutions.
7. **FUTURE.** In the near future, the Institute will be contracting to lease laptop computers for ships to use in the program. This will benefit those cutters that may not have five or more participants. The custodian of the laptop will be the ESO unless otherwise indicated by the CO.
8. **INFORMATION.** A brochure on the SOCCOAST Afloat program will be distributed in the near future. Additional SOCCOAST brochures or posters may be obtained by contacting SOC at 1-800-368-5622. The Institute point of contact is Ms. Taylor at 405-954-7239.

TODD J. CAMPBELL
Commanding Officer

Encl: (1) College Partners Flyer
(2) ESO Job Aid
(3) SOCCOAST Afloat Unit Enrollment Form
(4) ESO Identification Card
(5) ESO Relief Card



SOCOAST AFLOAT

COLLEGE PARTNERS

All partner institutions offer complete degree programs on CDROM. The institutions are also part of the SOCCOAST network thereby guaranteeing transferability of courses. The institutions will loan one laptop to any USCG ship that has five members participating in courses. In cases where there is a mixture of schools, the school having the most enrollments has agreed to provide the laptop. The ESO is responsible for securing the laptop and checking it in-and-out to students as required.

Coastline Community College

Degree information: All AA degrees:

Applied Marine Engineering
Aviation Technology
Business and Administration
Computer Systems
Construction Technology
Counseling and Applied Psychology
Criminal Justice
Electrical Mechanical Technology
Electronics Technology
Food Service Management
General Studies
Health Science Technology
Management
Marketing and Sales
Media/Communications
Ocean Systems Technology
Vocational/Technical Education

Contact information:

<http://mil.ccc.cccd.edu>

email: rboyle@mail.ccc.cccd.edu

POC: **Robin Boyle**

Phone: toll free (866) 422-2645

Excelsior College

Degree information:

AAS – Administrative/Management Studies
AA – Associate in Arts
AS – Associate in Science
AOS - Aviation
AAS - Aviation Studies
AS – Business
AS – Computer Software
AAS – Technical Studies
BS – Business (General Accounting)
BS – Business (Human Resources Management)
BS – Computer Information Systems
BS – Criminal Justice (Administration of Justice)
BS – Criminal Justice (Corrections)
BS – Criminal Justice (Law and Society)
BS – Criminal Justice (Law Enforcement and Public Safety)

BS – General Business

BA – Liberal Arts (Liberal Studies Option)

BS – Liberal Arts (Liberal Studies Option)

BS – Nursing

BS – Technology (Electromechanical Technologies)

Contact Information:

<http://www.excelsior.edu/>

email: military@excelsior.edu

POC: **Susan Dewan**

Phone: toll free (888) 647-2388 (Ext. 135)

Florida Community College at Jacksonville

Degree information: All AA or AS degrees:

Computer Science
Criminal Justice Technology (Non-Transfer)
Criminal Justice Technology (Transfer)
Industrial Management Technology
Information Systems Management
Mass Communications (AA)
AA in Psychology

Contact Information:

<http://www.fccj.edu/uscg/>

email: military@fccj.edu

POC: **Bob Foote**

Phone: (904) 632-5056

Fort Hays State University

Degree Information – Bachelors of General Studies

Business
Justice Studies
Information Networking & Telecommunications
Organizational Leadership
Master of Liberal Studies (several areas of emphasis)

Contact Information:

<http://www.fhsu.edu/>

email: mschulte@fhsu.edu

POC: **Marthann Schulte**

Hays, KS 67601-4099

Phone: (785) 628-4005



STEPS FOR GETTING STARTED

ESO Job Aid

1. Contact the college to receive the following:
 - * Class Schedule
 - * Catalog of Degree Programs
 - * Registration information.
2. Provide briefing and registration information to potential students. College representatives may be available to provide briefing if requested by the ESO.
3. Have interested students complete a registration form. These institutions have open enrollment for most courses. Check the school literature or contact the POC at the institution to make sure. It is required that all students enrolling with the school from a specific ship have the same enrollment date.
4. Students registering for class should also complete a Request for Tuition Assistance (CG Form 4147) at the same time. The form is available on the CGI homepage at <http://www.uscg.mil/hq/cgi>, click on member, and then on funding, and select tuition assistance.
5. FAX TA requests to the Institute at 405-954-7247. Review the TA requests for accuracy. Include a cover memo listing the names of the students and request batch processing and expeditious return of the TA authorizations for SOCCOAST Afloat enrollment. If authorizations forms are not received within 5 working days, call the TA Hotline at 1-888-532-8257.
6. Upon receipt of the TA Authorization Forms, send the authorizations and the registration forms to the appropriate college along with CGI Form 1560/1, SOCCOAST Afloat Unit Enrollment Form.
7. Advise students to go on-line (institutions will provide URLs) and order textbooks.
8. Ensure course materials are received prior to deployment. All tests will be sent to the ESO for safe keeping until the member(s) are ready to take the test. ESOs will ensure the exam is proctored in a secure environment and returned to the colleges as expeditiously as possible.
9. The laptop computers provided by the institution will also be sent to the ESO for safekeeping. ESOs are encouraged to develop a schedule for use of the laptop. This may also aid the students to develop a study schedule. Help them structure their workday to provide an hour or so per day for studying the course materials.
10. When the class is complete, arrange to return the tests that were administered to the institution along with the laptop. Return laptops via FedEx and ensure the package for \$1,200.
 - a. Prior to returning the laptops, ESOs are encouraged to survey personnel interested in taking classes during the next term. If 5 people indicate interest in enrolling with the institution, retain the laptop, secure it, and start using it when the course materials arrive.

Job Aid for SkillSoft (SmartForce) Courses

Registering for the SkillSoft Course:

1. Prior to taking the Prep Exam, the member must be enrolled in a SkillSoft (SmartForce) course. The first time the member enrolls in a course, the member registers on a Coast Guard workstation. The member should be listed on the global listing. If not, the member should contact the SkillSoft administrator at Yorktown for assistance. The web site to register for the course is <http://cgweb.tcyorktown.uscg.mil/sfweb/>.
2. Once enrolled, the member may access the course through any computer with Internet access by logging on to www.skillsoft.com. To do this, the member uses the password given at the time of registration. The password designates the name of the individual enrolled in the course. The proctored exam will be registered under this person's name and password.

Reviewing the Material:

1. The member should work through each component of the course. The components of the course prepare the member for the final exam. The component test will allow the member to determine knowledge of that particular section. If the member does well on the component test, he/she should proceed to the next section.
2. Upon completion of all components of a particular course, the member may practice for the exam by selecting the study mode. The study mode allows the member to practice as long and as often as necessary. (See Proctoring an Exam.)

Proctoring an Exam:

1. The proctor for the exam may be an Educational Services Officer (ESO), DANTES Test Control Officer (TCO), or the commanding officer if the unit does not have an ESO or TCO.
2. The ESO must first determine how much time is required for the exam by reviewing the exams listed in the *Table of Test Times*, enclosure (1). By allowing the maximum time limit suggested for the exam, the ESO and student can prepare enough time for the exam. The exam times range from 30 to 210 minutes depending on which exam is taken.
3. At the time of the exam, the member should present a government identification card before being allowed to take the certification exam. Eligible members include CG active duty members, CG Reservists, CG civilians, and CG Auxiliarists. The member should not bring items into the testing room while taking the exam. This includes cell phones, programmable calculators, textbooks, manuals, notes etc. Test proctors should also be cognizant that some types of watches contain programmable calculators and/or video screens. It is possible that a watch might not be allowed in the testing room. The

member and proctor must complete the *SkillSoft (Smart Force) Courses College Credit Verification Form*, enclosure (2).

4. The member logs into the SkillSoft home page using the member's name and password. On the SkillSoft page, the member clicks on "e-learning paths." The member then selects "test prep." When the page appears, the member clicks "exams." A list of exams will appear on the page. The member clicks on the specific exam title and presses "launch." Two choices will be given to the member. The first choice is the **study mode**. The member can utilize the **study mode** at any time and without a proctor. The **study mode** allows the member to prepare for the certification exam. It also gives the correct answer to each question. Since the **study mode** never accesses the same set of questions, it is an excellent way to review the material. The second choice is the **certification mode**. It is the mode the member must select in order to take a proctored exam. The **certification mode** is a timed exam and will range from 30 to 210 minutes depending upon the exam being administered.

5. The proctor must be present to observe the testing session. The student should not start the **certification mode** until instructed to do so by the test proctor. At the completion of the test, the member receives a grade report telling whether or not the member passed the exam. Upon passing the exam, the proctor attaches the score report to the *SkillSoft (Smart Force) Courses College Credit Verification Form*. The score on the exam report and the *SkillSoft (Smart Force) Courses College Credit Verification Form* must match in order to receive credit.

College Credit:

1. The American Council on Education (ACE) recommends credit for seven courses. The listing of ACE recommendations is provided in *SkillSoft ACE Credit*, enclosure (3) along with the ACE number and required exams.

2. A score of 70% or higher is required to receive credit. If the member does not pass the exam, the member may review the material and retake the exam.

Obtaining a Transcript:

1. To receive a transcript reflecting the credits, the member has two options. Option One: The first is through the Institute. The Institute has established a process with SkillSoft to verify the score and to issue a valid transcript. The CG Institute can transcript the credit for no charge.

(a). The member needs to establish an education record with the Institute by submitting an assessment request, *Military Training and Education Evaluation Worksheet*, (CGI-1560-04e), a copy of the *SkillSoft (Smart Force) Courses College Credit Verification Form*, enclosure (2) signed by the proctor, and a copy of the SkillSoft score report. Once the assessment has been completed, the member may request a transcript, *USCG Transcript Request* (CGI-1560/09).

(b). If the member has already submitted an assessment request and wants to update the record to reflect the new exam, the member should submit the *Update Educational Assessment Worksheet*, (CGI-1560/08) along with the *SkillSoft (Smart Force) Courses College Credit Verification Form*, SkillSoft score report, and a *USCG Transcript Request* (CGI-1560/09).

2. Option Two: The second option is through ACE where the transcript will cost \$35.00 for the initial activation and first copy. Each additional transcript will cost \$10.00. Method of payment is money order or credit card and is included with the request. Additional information is available at the ACE web site:

http://www.acenet.edu/calec/corporate/transcript_form.html. ACE requires the score report to be signed by both the student and the proctor for documentation.

SkillSoft (Smart Force) Courses College Credit Verification Form

Student Data	
Student Name	
Student E-mail address	
Social Security Number	
Date of Birth	
Home Address	
City	
State	
Zip Code	
Employer	
Employer Address	
Employer City	
Employer State	
Employer Zip Code	
Proctor Data	
Proctor Name	
Proctor E-mail address	
Employer	
Department	
Address	
City	
State	
Zip Code	
Telephone Number	
Fax Number	

The student must complete a proctored certification test in order to receive credit for the course. The proctor may be an Education Services Officer (ESO), DANTES Test Control Officer (TCO), or the Commanding Officer in cases where neither an ESO nor TCO is available. When the student successfully passes the test, the student and the proctor both sign this sheet including the date and score. The score report should also be attached to this page. Signatures on this page verify the accuracy of the data submitted.

Student signature _____ Date _____ Score _____

Proctor signature _____ Date _____ Score _____

Exam Name _____ Exam Number _____

ACE Recommendations for SkillSoft Courses

SkillSoft is one of the world's largest and most experienced e-Learning companies. It provides strategic learning solutions that help enterprises achieve tangible business results, such as increasing speed and effectiveness of business execution, driving revenues and reducing costs. It does this by delivering great breadth and depth of content-centered learning solutions with a keen focus on high quality instructional design and learner engagement. SkillSoft's powerful combination of courseware, simulations and ReferenceWare solutions for information technology and business skills deliver industry-leading learning solutions for issues that are key to the business performance of Global 5000 organizations. The Company's complementary technologies and services ensure highly deployable, reliable and scalable learning for millions of users around the globe.

The SkillSoft Learning Advantage is a combination of unique strengths that SkillSoft can offer as a true learning partner. Many organizations need a partner, not a vendor to effectively implement results-based learning. SkillSoft can perform the role of a learning partner because it is one of the world's largest e-Learning companies with nearly two decades of experience in successfully implementing learning solutions across a customer base of more than 2,500 companies. Simply stated, the SkillSoft Learning Advantage combines e-Learning leadership with comprehensive course content for a learning experience that delivers real, tangible business results to all its customers.

Organization Contact: Amy Rodman, Product Marketing, SkillSoft Corporation, 107 Northeastern Blvd., Nashua, New Hampshire 03062, Telephone: 603-324-3000, Fax: 603-324-3009. Web Address: www.skillsoft.com

Source of Official Student Records: ACE Transcript Services, American Council on Education, One Dupont Circle, Washington, DC 20036-1193

Additional Information About the Courses: College Credit Recommendation Service, American Council on Education, One Dupont Circle, Washington, DC 20036-1193

Management

(SkillSoft Series: *The 21st Century Learning Curve* [KNOW0201: Knowledge as Strategy: Performance Improvement, KNOW0202: The Power of the Learning Organization, KNOW0203: The Potential of Self-Directed Learning, KNOW0204: Implementing and Evaluating Self-Directed Learning, KNOW0205: Performance Support, and KNOW0206: Benchmarking for Best Practices]; *Succeeding as a First Time Manager* [MGMT0101: Prepare for Your New Management Role, MGMT0102: Lead and Develop Your Staff, and MGMT0103: Communication Skills and Positive Attitude]; *Essential Skills for Tomorrow's Managers* [MGMT0111: Competencies for Tomorrow's Managers, MGMT0112: Management Development for Tomorrow's Leaders, MGMT0113: The Manager as Coach and Counselor, MGMT0114: The Manager as Project Champion, MGMT0115: A Manager's Primer for Ensuring Accountability, and MGMT0116: Continuous Learning for Tomorrow's Managers]; *Practical Coaching Skills for Managers* [MGMT0211: Implementing the Coaching Model and MGMT0212: Tips and Techniques for Effective Coaching]; *Dealing with Conflict and Confrontation* [MGMT0221: Understanding Conflict, MGMT0222: Contentious Tactics and Conflict Escalation, and MGMT0223: Resolving Conflict through Problem Solving]; *The Successful Facilitator* [MGMT0231: The Role of the Facilitator, MGMT0232: Facilitative Fundamentals; Techniques and Tools, MGMT0233: Facilitating Work Groups and Meetings, MGMT0234: Facilitating Challenging Situations, MGMT0235: Facilitative Formats and Tools: Offering Options, and MGMT0236: The Facilitative Leader]; *How to Overcome Negativity in the Workplace* [MGMT0311: The Path From Pessimism to Optimism, MGMT0312: Proactive Approaches to Stop Negativity, and MGMT0313: Overcoming Organizational Negativity]; *Negotiation Strategies for Managers* [MGMT0401: Successful Management Negotiation and MGMT0402: Advanced Management Negotiations])

ACE Transcript Data: 0001 SkillSoft Corporation

Location: Independent Study via Internet or CD-ROM

Length: Approximately 103 hours (independent study)

Dates: January 2000-Present

Objective: To introduce students to the learning requirements of the 21st century and the competencies required of the new manager in today's business environment.

Learning Outcome: Upon successful completion of these courses, the student will be able to explain how to gather knowledge through continuous learning; use knowledge for performance improvement; develop and lead staffs to increased productivity; implement coaching techniques; facilitate productive meetings; deal with conflict and confrontation; overcome negativity in the workplace; and negotiate effectively.

Instruction: Major topics covered in the course are knowledge as strategy, the power of the learning organization, benchmarking for best practices, succeeding as a first-time manager, essential skills for tomorrow's manager, practical coaching skills for managers, characteristics of the successful facilitator, overcoming negativity in the workplace, and negotiation skills for managers. Methods of instruction include WEB-based interactive lessons or CD-ROM lessons, and online mentoring.

Credit Recommendation: In the lower division baccalaureate/associate degree category, 2 semester hours in Business Management, Business Administration, or Leadership (1/00). **NOTE:** This credit recommendation applies only if the student successfully completes all 31 individual courses in the SkillSoft series listed above. Students can only use these ACE credit recommendations for SkillSoft courses if they take the course at an authorized instructional site, successfully pass a proctored comprehensive final examination, and have access to SkillSoft's "online mentoring" option.

IT Courses

(SkillSoft Series: *A+ Operating Systems Technologies*: AOST000, *A+ Core Hardware* [AHWC0100: Identifying, Adding and Removing Systems; AHWC0200: Installation and Configuration; AHWC0300: Components, Printers and Safety], *Microsoft Windows 2000: Installation and Administration* [MW236SE: Update: New Features and Architecture; MSW01SE: Installation; MSW02SE: Administration; MSW03SE: Group and Terminal Services; MSW04SE: Files and Folders; MSW05SE: Advanced File and Folder Management; MSW06SE: Hardware Configuration and Optimization; MSW07SE: Storage and Printing; MSW08SE: Events; MSW09SE: Backup and Recovery; MSW10SE: Network Protocols and Remote Access; MSW11SE: Microsoft Windows 2000: Group Policy; MSW12SE: Users], *Microsoft Windows 2000: Implementing a Network Infrastructure* [MSW61SE: Addressing and Naming Services; MSW62SE: IP routing; MSW63SE: Security; MSW10SE: Microsoft Windows 2000: Network Protocols and Remote Access], *Microsoft Windows 2000: Implementing an Active Directory Infrastructure* [MSW71SE: Installation and Configuration; MSW72SE: Replication and DNS; MSW73SE: Security and Optimization; MSW11SE: Microsoft Windows 2000: Group Policy], *Microsoft Windows 2000: Active Directory Design* [MSW41SE: Directory Services Infrastructure; MSW42SE: Directory Services Security; MSW43SE: Schema and Replication])

(please re-order so they are in in numerical order by transcript number)

A+ Operating Systems Technologies

ACE Transcript Data: SMFO-0002

Location: CBT and Web-based delivered.

Length: Maximum 26-week period.

Dates: October 2001-Present.

Exam: Courses prepare the learner for CompTia 220-222 Exam

Objective: To learn how to install, configure, upgrade, and troubleshoot computers and computer components for business operations in a Windows 98/2000 environment.

Learning Outcome: Upon successful completion of this course, the student will be able to navigate Windows 9.x and 2000 interfaces; install, configure, and maintain Microsoft 9.x and 2000; install, uninstall, run, and repair Windows 9.x and 2000 applications; install, configure, and

maintain peripheral components; identify preventative maintenance techniques and practices; identify networking and internetworking hardware and software concepts; and troubleshoot a customer's Windows 9.x, NT, and 2000 hardware issues.

Instruction: Major topics covered in the course are an introduction to microcomputers; troubleshooting and preventative maintenance; diagnostics and repair; overview of networks; network connectivity; overview of the Internet in a Windows 98/2000 environment; installation and administration of storage and printers; and backup and recovery. Methods of instruction include computer-assisted instruction, Internet chat rooms and discussion groups, e-mail correspondence, online reference sources, laboratory exercises, mentor assistance, daily e-mails for problem solving practice, quizzes, on-line observations and feedback, tests, and proctored final examination that emulates vendor examinations.

Credit Recommendation: In the lower division baccalaureate/associate degree category, 2 semester hours in Computer Information Systems or Electronics (4/02). **NOTE:** Students can only use these ACE credit recommendations for SkillSoft courses if they take the course at an authorized instructional site, successfully pass a proctored comprehensive final examination, and have access to SkillSoft's "online mentoring" option.

A+: Core Hardware

ACE Transcript Data: SMFO-0003

Location: CBT and Web-based delivered.

Length: Maximum 26-week period.

Dates: January 2000-Present.

Exam: Courses prepare the learner for CompTia 220-221 Exam

Objective: To learn how to install, configure, upgrade, and troubleshoot computers and computer components for business operations.

Learning Outcome: Upon successful completion of this course, the student will be able to perform installations, configurations, and upgrades of microcomputers; diagnose and troubleshoot microcomputers; identify motherboard, processor, and memory characteristics; understand basic networking concepts; know basic printing components, connections, and configurations; and produce safe, preventative, and performance maintenance procedures.

Instruction: Major topics covered in the course are basic computer service concepts; PC architecture; PC bus and memory architecture; troubleshoot disk and other peripheral devices; PC testing tips and techniques; PC diagnostics and repair; hardware installation and configuration; and networking fundamentals and support. Methods of instruction include computer-assisted instruction, Internet chat rooms and discussion groups, e-mail correspondence, online reference sources, laboratory exercises, mentor assistance, daily e-mails for problem solving practice, quizzes, on-line observations and feedback, tests, and proctored final examination that emulates vendor examinations.

Credit Recommendation: In the lower division baccalaureate/associate degree category, 2 semester hours in Computer Information Systems or Electronics (4/02). **NOTE:** Students can only use these ACE credit recommendations for SkillSoft courses if they take the course at an authorized instructional site, successfully pass a proctored comprehensive final examination, and have access to SkillSoft's "online mentoring" option.

Microsoft Windows 2000: Active Directory Design

ACE Transcript Data: SMFO-0004

Location: CBT and Web-based delivered.

Length: Maximum 26-week period.

Dates: January 2001-Present.

Exam: Courses prepare the learner for Microsoft 70-219 Exam

Objective: To prepare students to design and implement Active Directory services to meet business requirements and to unify system components in a Windows 2000 network environment.

Learning Outcome: Upon successful completion of this course, the student will be able to identify the features of Active Directory services; design considerations for Active Directory; guidelines for designing the structure; identify the business needs that influence the selection of

Active Directory names; and implement an Active Directory infrastructure that is based on the business requirements of the organization.

Instruction: Major topics covered in the course are designing a DNS naming strategy, determining the scope of Active Directory, the delegation plan, choosing an administrative design hierarchy, multiple domain structures, replication in an Active Directory structure; components of an Active Directory schema, and using Group Policy. Methods of instruction include computer-assisted instruction, Internet chat rooms and discussion groups, e-mail correspondence, online reference sources, laboratory exercises, mentor assistance, daily e-mails for problem solving practice, quizzes, on-line observations and feedback, tests, and proctored final examination that emulates vendor examinations.

Credit Recommendation: In the lower division baccalaureate/associate degree category, 2 semester hours in Computer Information Systems or Computer Networks (4/02). **NOTE:** Students can only use these ACE credit recommendations for SkillSoft courses if they take the course at an authorized instructional site, successfully pass a proctored comprehensive final examination, and have access to SkillSoft's "online mentoring" option.

Microsoft Windows 2000: Implementing an Active Directory Infrastructure

ACE Transcript Data: SMFO-0005

Location: CBT and Web-based delivered.

Length: Maximum 26-week period.

Dates: January 2001-Present.

Exam: Courses prepare the learner for Microsoft 70-217 Exam

Objective: To install, configure, and troubleshoot the Windows 2000 Active Directory and the components associated with the Active Directory.

Learning Outcome: Upon successful completion of this course, the student will be able to identify Active Directory concepts; identify the features of a Domain Name System (DNS) Server; install Active Directory; identify Active Directory Logical Models; perform Active Directory Administration; delegate administrative authority; identify the features of the physical topology; identify the features of sites and replication traffic; and identify the features of the backup and recovery process.

Instruction: Major topics covered in the course are understanding group policy concepts, creating group policies, and account and security policies; deploying software; installation and configuration of an active directory infrastructure, implementing forests and trees, and managing AD components and remote installation; replication, DNS configuration, and troubleshooting; and AD security and management including delegating control, disaster recovery and backup, and restore planning. Methods of instruction include computer-assisted instruction, Internet chat rooms and discussion groups, e-mail correspondence, online reference sources, laboratory exercises, mentor assistance, daily e-mails for problem solving practice, quizzes, on-line observations and feedback, tests, and proctored final examination that emulates vendor examinations.

Credit Recommendation: In the lower division baccalaureate/associate degree category, 2 semester hours in Computer Information Systems, Information Technology, or Data Communications and Networking (4/02). **NOTE:** Students can only use these ACE credit recommendations for SkillSoft courses if they take the course at an authorized instructional site, successfully pass a proctored comprehensive final examination, and have access to SkillSoft's "online mentoring" option.

Microsoft Windows 2000: Implementing a Network Infrastructure

ACE Transcript Data: SMFO-0006

Location: CBT and Web-based delivered.

Length: Maximum 26-week period.

Dates: January 2001-Present.

Exam: Courses prepare the learner for Microsoft 70-216 Exam

Objective: To provide the student with the skills necessary to install, configure, and troubleshoot a Microsoft Windows 2000 network environment.

Learning Outcome: Upon successful completion of this course, the student will be able to understand Windows 2000 networking, naming, and security services; and remote access services, protocols, security, Internet connection, and remote management.

Instruction: Major topics covered in the course are configuring protocols and services; remote and local access services; addressing and naming services including DHCP installation and configuration, DNS naming and management, using WINS; establishing an IP routing plan, multicasting; configuring and installing a VPN; establishing IP security; and network address translation and certification services. Methods of instruction include computer-assisted instruction, Internet chat rooms and discussion groups, e-mail correspondence, online reference sources, laboratory exercises, mentor assistance, daily e-mails for problem solving practice, quizzes, on-line observations and feedback, tests, and proctored final examination that emulates vendor examinations.

Credit Recommendation: In the lower division baccalaureate/associate degree category, 2 semester hours in Computer Information Systems, Data Communications, or Computer Networks (4/02). **NOTE:** Students can only use these ACE credit recommendations for SkillSoft courses if they take the course at an authorized instructional site, successfully pass a proctored comprehensive final examination, and have access to SkillSoft's "online mentoring" option.

Microsoft Windows 2000: Installation and Administration

ACE Transcript Data: SMFO-0007

Location: CBT and Web-based delivered.

Length: Maximum 26-week period.

Dates: January 2001-Present.

Exam: Courses prepare the learner for Microsoft 70-210 and 70-215 Exams

Objective: To provide the student with the skills necessary to install, configure, administer, and trouble shoot the Microsoft Windows 2000 Professional operating system and server environment to support local and remotely attached workstations.

Learning Outcome: Upon successful completion of this course, the student will be able to identify Windows 2000 operating system features; identify the activities to be completed before installation; identify and perform attended installation and unattended installation of Windows 2000 and troubleshoot a failed installation; configure Windows 2000 Professional desktop; and manage the desktop in local and remote nodes.

Instruction: Major topics covered in the course are identifying the key features of Windows 2000 Network Administration; and configuring Microsoft Windows 2000 environment including: setting up and administering user accounts; administering file and print resources; remotely administering shared folders; backing up and restoring data; configuring advanced devices; identifying and logging network traffic; identifying, configuring, and managing user workstations; managing, locating, and controlling access to objects in Active Directory; and installing, configuring, and troubleshooting network adapters and network protocols. Methods of instruction include computer-assisted instruction, Internet chat rooms and discussion groups, e-mail correspondence, online reference sources, laboratory exercises, mentor assistance, e-mails for problem solving practice, quizzes, on-line observations and feedback, tests, and proctored final examination that emulates vendor examinations.

Credit Recommendation: In the lower division baccalaureate/associate degree category, 2 semester hours in Computer Information Systems or Information Technology (4/02). **NOTE:** Students can only use these ACE credit recommendations for SkillSoft courses if they take the course at an authorized instructional site, successfully pass a proctored comprehensive final examination, and have access to SkillSoft's "online mentoring" option.



CGI PUB 1550.1A

COAST GUARD INSTITUTE PUBLICATION 1550.1A SUPPLEMENT-3

Subj: SKILLSOFT COURSES CREDIT BY EXAM PROCEDURES

Ref: (a) Education Services Officer Procedures Guide, Volume III, CGI Publication 1550.1A dtd
14 June 2001

1. **PURPOSE.** This instruction establishes policies, procedures and standards for receiving recommended college credit for seven SkillSoft courses through the American Council on Education (ACE).
2. **ACTION.** ESOs and command representatives shall ensure that personnel participating in SkillSoft programs are aware of the process for obtaining college credit.
3. **DIRECTIVES AFFECTED.** This directive is a supplement to reference (a). It is to be inserted at the end of chapter 11.
4. **FORMS / REPORTS.** Enclosures (1-5) may be reproduced locally as needed.
5. **DESCRIPTION.** To receive college credit, the authorized proctor must be present during the time the member takes the examination. The proctor must provide the necessary forms and certify that the prescribed guidelines have been followed.
 - a. **Registration.** The member must officially enroll in a SkillSoft course prior to taking the examination. The member may register at the following website:
<http://cgweb.tcyorktown.uscg.mil/sfweb/>. The Job Aid for SkillSoft (SmartForce) Courses, enclosure (1) guides the member/proctor through each step of the registration process.

DISTRIBUTION – SDL No.140

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	1	1	1		1	1	1	1	1	1		1	1	1	1	1	1	1	1		1					
B	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
C	1	1		1	1	1	1	1	1	1	1	1		1	1	1	1	1	1	1	1	1	1	1	1	1
D	1	1	1	1	1							1							1			1	1	1	1	1
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G	1	1	1																							
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NON-STANDARD DISTRIBUTION:

- b. Authorized Proctor. The proctor will be the unit Educational Services Officer (ESO), DANTES Test Control Officer (TCO) or, in cases where neither is available, the Officer-in-Charge (OIC).
- c. Documentation. To receive college credit, both the authorized proctor and examinee must complete the SkillSoft (SmartForce) Courses College Credit Verification Form, enclosure (2). The proctor and student sign the form, provide the date of the test, and score achieved. A copy of the score report generated from the SkillSoft program shall be attached to enclosure (2).
- d. Certification Mode: The student must log in to the system using the password given at the time of the initial course enrollment. To take the proctored examination, the student selects **certification mode**. The authorized proctor shall observe the entire testing session.
- e. Time Allocation. The **certification mode** exams are timed. A listing of the times allocated for each of the seven exams is given in the Table of Test Times, Enclosure (3). The proctor shall check the "Test Times Table" to set aside a sufficient block of time in which to administer the exam.
- f. Study Mode. The member should work through each component of the course to obtain maximum knowledge of the course. When the member is ready to take the exam, the member can practice by selecting **study mode**. The **study mode** has a large base of questions. The **study mode** allows the member to take the examination multiple times without ever being asked the same set of questions. The student may take as many practice tests as desired.
- g. College Credit. A listing of the recommended college credit is provided in ACE Recommendations for SkillSoft Courses, Enclosure (4). To receive college credits, the student must score 70% or higher on the certification examination.
- h. Transcript. The member has two options for obtaining a transcript.
 - (1) The first option is through the U. S. Coast Guard Institute. The Institute has established a process with SkillSoft to verify the score and to issue a valid transcript upon receipt of the SkillSoft (SmartForce) Courses College Credit Verification Form, Enclosure (2) and a copy of the SkillSoft Score report. Prior to requesting the transcript, the member must have had a military education assessment completed with the Institute. The official transcript and assessment forms are provided in reference (a) and on the Institute's web site at www.uscg.mil/hq/cgi/index.html. There is no cost to the member for the Coast Guard transcript.
 - (2) The second option is through ACE where the transcript will cost \$35.00 for the initial activation and first copy. Each additional transcript will cost \$10.00. Method of payment, money order or credit card, is included with the request. Additional information is available at the ACE web site: http://acenet.edu/calec/corporate/transcript_form.html. ACE requires the score report to be signed by both the student and the proctor for documentation.

- i. Frequently Asked Questions. Enclosure (5) lists common questions and answers and is provided as an additional source of information to the member and authorized proctors.
6. **INFORMATION.** The Institute point of contact is Ms. S. Riley at (405) 954-7241.

T. J. CAMPBELL
Commanding Officer

Encl: (1) Job Aid for SkillSoft (SmartForce) Courses
(2) College Credit Verification Form
(3) Table of Test Times
(4) ACE Recommendations for SkillSoft Courses
(5) Frequently Asked Questions

FAQ
Obtaining College Credit
for
SkillSoft (Smart Force) Courses

Question: What are SkillSoft Courses?

Answer: SkillSoft recently merged with Smart Force to provide one of the world's largest and most experienced e-Learning companies. The courses are designed to provide tangible solutions to the challenges of modern business. The courses develop workable technological and business skills for the savvy individual of the future.

Question: Who can take SkillSoft courses?

Answer: They are available for CG active duty, CG Reservists, CG civilians, and CG Auxiliary members of the US Coast Guard.

Question: Is college credit recommended for the SkillSoft (Smart Force) courses?

Answer: Credit is now recommended for seven of the SkillSoft (Smart Force) courses when at least 70 percentile is achieved on the certification exam.

Question: Why do we have to take a proctored examination for the SkillSoft (Smart Force) courses?

Answer: To receive college credit for SkillSoft (Smart Force) courses evaluated by the American Council on Education (ACE), the member must show mastery of the course, usually through an end-of-course test. The measurement tool must be proctored or verified.

Question: What examination is given?

Answer: The SkillSoft (Smart Force) courses prep examinations will be the final examinations and therefore the measurement tool. The member has two choices when taking the examination: study mode or certification. The study mode allows the member to practice taking the examination and to strengthen weak areas. The untimed study mode provides the correct answers to the questions. Due to the randomization and vastness of test questions, the examinee will never take the same test. The second choice is the certification mode. When the member feels confident about mastery of the material, the member may select the certification exam. The member should see the Education Services Officer (ESO) to request that the exam be proctored. The certification mode must be proctored if the member wishes to receive college credit. The certification exams vary from different lengths and complexities. They run anywhere from 30 minutes to 210 minutes. The least difficult exams start out as #1 and progress to the more complex ones numbered #3. Enclosure (3) indicates what exam is required for what certification. It tells how long the exam is and what the average time spent on the exam is.

Question: What documentation does the member need to provide?

Answer: The proctor must complete the *SkillSoft (Smart Force) Courses Verification Form* and the score report that is generated at the end of the exam.

Question: Who can be a proctor for the exam?

Answer: The proctor may be an Educational Services Officer (ESO), a DANTES Test Control Officer (TCO), or the commanding officer or officer in charge in cases where neither an ESO nor a TCO is available.

Question: Where does the member find the exam?

Answer: The member goes to the SkillSoft (Smart Force) home page. On the home page, the member clicks on “e-learning paths.” At the next page, the member clicks on “test prep” and then on “exams.” This is where the two types of exam modes are listed. If the member wishes to practice, the member should select “study mode.” If the member is ready for the certification, then the “certification mode” is selected.

Note: The member must be proctored in order to receive credit for the certification examination.

Question: How does the member receive a transcript?

Answer: To receive a transcript reflecting the credits, the member has two options.

Option One: The CG Institute can transcript the credit for no charge. The member needs to establish an education record with the Institute by submitting an assessment request, *Military Training and Education Evaluation Worksheet*, (CGI-1560-04e), a copy of the *SkillSoft (Smart Force) Courses College Credit Verification Form*, enclosure (2) signed by the proctor and student, and a copy of the SkillSoft score report. Once the assessment has been completed, the member may request a transcript, *USCG Transcript Request* (CGI-1560/09).

If the member has already submitted an assessment request and wants to update the record to reflect the new course, the member should provide the *Update Educational Assessment Worksheet*, (CGI-1560/08) along with the *SkillSoft (Smart Force) Courses Verification Form*, a SkillSoft score report, and *USCG Transcript Request* (CGI-1560/09).

Option Two: The second option is through ACE where the transcript will cost \$35.00 for the initial activation and first copy. Each additional transcript will cost \$10.00. Method of payment is money order or credit card and must be included with the original request. Additional information is available at the ACE web site: http://www.acenet.edu/calec/corporate/transcript_form.html. ACE requires the score report to be signed by both the student and the proctor for documentation.

SOCCOAST Afloat Unit Enrollment Form

To:

- ☐ Coastline Community College, 11450 Warner Avenue, Fountain Valley, CA 92708
☐ Excelsior College, 7 Columbia Circle, Albany, NY 12203-5159
☐ Florida Community College at Jackson, Urban Resource Center 601 West State St.,
Jacksonville, FL 32202
☐ Fort Hays State University, 600 Park Street, Hays, KS 67601-4099

1. Attached are the registration packages for the students/courses listed below. Registration package should contain Registration Form and TA Authorization Form.

Course Start Date _____ (Course length for all courses – 12 weeks)

Student's Name	Course

From:

Cutter Name: _____

ESO Name: _____

Address (preferably street address, not FPO)

Phone Number: _____

E-mail Address: _____

My signature below certifies that I agree to proctor all the course exams for the individuals listed above and to maintain security of computer loaned to the unit.

ESO Signature

Date

THIS FORM, ALL REGISTRATION MATERIALS AND TA AUTHORIZATION FORMS SHOULD BE MAILED
FOUR WEEKS PRIOR TO THE REQUESTED START DATE.

Department of
Homeland Security
U.S. Coast Guard
Institute (6/03)
CGI 1560/12

SOCCOAST Afloat

Education Services Officer Identification Card

From: USCGC _____ OPFAC: _____

ESO Name: _____

Address (Unit Shipping Address, not FPO or P. O. Box)

Phone Number: _____

E-mail Address: _____

I acknowledge designation as the Unit Education Services Officer and agree to maintain security of computer loaned to the unit.

ESO Signature

Date

The above member has been designated as the units Education Services Officer.

CO/OINC Signature

Date

CG INSTITUTE USE ONLY

1149# _____

Rec'd Receipt Rec'd ☐

Date Shipped _____

FedEx Airbill # _____

Computer Serial # _____

Department of
Homeland Security
U.S. Coast Guard
Institute (6/03)
CGI 1560/13

SOCCOAST Afloat
Education Services Officer Relief Card

From: USCGC _____ OPFAC: _____

ESO Name: _____

Address (Unit Shipping Address, not FPO or P. O. Box)

Phone Number: _____

E-mail Address: _____

I have been relieved as Unit Education Services Officer and have transferred custody of the computers listed below.

Outgoing ESO Signature

Date

I acknowledge designation as the Unit Education Services Officer and agree to maintain security of computers loaned to the unit.

I acknowledge receipt of the following computers.

CG Institute Leased Computer Serial # _____
(Attach schedule showing computer useage)

SOCCOAST Loaned Computer Serial # _____ from _____
(College Name)

SOCCOAST Loaned Computer Serial # _____ from _____
(College Name)

SOCCOAST Loaned Computer Serial # _____ from _____
(College Name)

SOCCOAST Loaned Computer Serial # _____ from _____
(College Name)

Incoming ESO Signature

Date

The above member has been designated as the units Education Services Officer.

CO/OINC Signature

Date

Table of Test Times

The following tables indicate the time required for each exam:

Exam #:	220-221	Exam #:	220-222
Status:	Active	Status:	Active
Time Limit:	30 min.	Time Limit:	30 min.
Avg. Time:	20 min.	Avg. Time:	20 min.
Passing Score:	596/1300	Passing Score:	600/1300
# of Questions:	20-30	# of Questions:	20-30
Format:	Adaptive	Format:	Adaptive
Difficulty:	1	Difficulty:	1
Certifications:	A+	Certifications:	A+

Exam #:	220-210	Exam #:	70-215
Status:	Active	Status:	Active
Time Limit:	150 min.	Time Limit:	180 min.
Avg. Time:	70 min.	Avg. Time:	75 min.
Passing Score:	540	Passing Score:	Pass / Fail
# of Questions:	50	# of Questions:	50
Format:	Form Based	Format:	Form Based
Difficulty:	1	Difficulty:	2
Certifications:	A+	Certifications:	MCP, MCSE

Exam #:	70-216	Exam #:	70-217
Status:	Active	Status:	Active
Time Limit:	90 min	Time Limit:	105 min
Avg. Time:	106 min	Avg. Time:	84 min.
Passing Score:	Pass / Fail	Passing Score:	Pass / Fail
# of Questions:	65	# of Questions:	43
Format:	Form Based	Format:	Form Based
Difficulty:	3	Difficulty:	2
Certifications:	MCP, MCSE	Certifications:	MCP, MCSE

Exam #:	70-081	Exam #:	70--219
Status:	Retired Dec 31, 2002	Status:	Active
Time Limit:	135 min	Time Limit:	215 min
Avg. Time:	41 min	Avg. Time:	114 min.
Passing Score:	660	Passing Score:	675
# of Questions:	50	# of Questions:	40, within 4 or 5 case-studies
Format:	Form-based	Format:	Form Based w/ Case Study based questions
Difficulty:	2	Difficulty:	2
Certifications:	MCP, MCSE, MCSE+I	Certifications:	MCP, MCSE

Chapter 12

Scholarships, Grants, and Loans

Overview

Most active duty Coast Guard members are not considered eligible for a student loan or grant due to the availability of tuition assistance or GI Bill educational benefits.

An additional factor that usually disqualifies active duty members is the expectation that recipients of scholarships, grants, and student loans carry an academic load of at least 12 semester hours or 18 quarter hours each term.

Scholarships

There are approximately 50 various scholarships available for families of Coast Guard, Navy, and Marine Corps personnel.

A listing is provided as Figure 12-1. The listing is also on-line at:
<http://www.uscg.mil/hq/lsc/worklife/scholar.htm>

Several interactive web-sites that offer college scholarship searches are available free of charge. These sites request personal data on the applicant and provide a list of scholarships for which the applicant would qualify. The site usually allows on-line application. Sites of interest are:

<http://www.scholaraid.com>

College Board Scholarship Search
www.collegeboard.org/fundfinder/bin/fundfind01.pl

CollegeNET MACH25
www.collegenet.com/mach25/

SallieMae Online Scholarship Service
scholarships.salliemae.com

Scholarship Resource Network
www.srnexpress.com

MOLIS Database for Minority Students
www.fie.com/molis/scholar.htm

Fast WEB
www.fastweb.com

Continued on next page

Scholarships, Grants, and Loans, Continued

The Coast Guard Foundation

Background

In 1999, the U.S. Coast Guard Foundation established an education grant program for active duty **enlisted** personnel. The purpose of the grant is to provide additional funding for education/professional advancement opportunities. The maximum grant per member per year is 300 dollars. The grant may be used in the following ways:

- A. To cover part or all of the 25 percent tuition costs not covered by tuition assistance.
 - B. Assessment fees.
 - C. Application fees.
 - D. Other administrative fees.
-

Eligibility

Members applying for the educational grant will be screened based on the following criteria:

- a. Active duty status, serving in pay grades E-3 to E-9, with two or more years of coast guard experience, and
 - b. A Positive Commanding Officers Endorsement Attesting To The Applicants Capabilities And Motivation To Excel (Professionally And Academically).
-

Application

Complete Coast Guard Institute Form 1560/10, "USCG Foundation Education Grant Application", SF 1164 (two copies) and attach receipts documenting expenses incurred. The form is available on the CG Institute home page at <http://www.uscg.mil/hq/cgi> . SF 1164 is in Jet Forms Filler. This form is used by the USCG Finance Center for payment. The grant is directly deposited to the member's checking account. This is the same account to which the member's pay is deposited.

There is no deadline for application. The program is based on a calendar year cycle vice fiscal year. Applications submitted must reflect expenses incurred in that year. Applications for the prior year will be accepted until the end of January of the following year. (i.e., Expenses incurred in calendar year 2001 may be submitted until the end of January 2002.) Completed applications may be faxed to 405-954-7249.

Continued on next page

Scholarships, Grants, and Loans, Continued

The Coast Guard Foundation

Resources ESO may contact the Institute Program Manager for assistance at 405-954-7240. If members have not received their grant within two months of applying followup procedures should be initiated.

Federal The Federal Student Financial Assistance Programs are the largest source **Financial Aid** of student aid in America. The program is usually accessed through colleges and universities. The application and additional information is now available on-line at:

<http://www.ed.gov/offices/OSFAP/Students/sfa.html>

Information on paying back student loans and a *Guide to Defaulted Student Loans* is also available on line.

Mutual Assistance

A number of educational grants and loans are available from the Coast Guard Mutual Assistance. Changes to loan programs will go into effect as soon as new instructions can be distributed. Changes to grant programs will become effective 1/1/00. A summary is provided below.

Education Grant Program

- Eligibility: Spouse and Dependent Children of all CGMA members.
 - Determination of Need: Competitive need based selection criteria.
 - Education Requirement: Half time and Full time undergraduate students.
 - Qualifying Expenses: Tuition, fees, books, supplies, equipment and any other documented educational cost related to course requirements.
 - Amount: Determined by the BOC (Board of Control) annually.
-

Continued on next page

Scholarships, Grants, and Loans,

Continued

Mutual Assistance

Supplemental Education Grant (SEG) Program

- Eligibility: All CGMA members, their spouses and dependent children.
 - Determination of need: Non-need based.
 - Education Requirement: Undergraduate and Vocational Technical students.
 - Qualifying Expenses: Fees, books, supplies, equipment and any other documented educational cost related to course requirements (not tuition.)
 - Amount of Assistance: Not to exceed \$300 per year per family.
-

Admiral Roland Student Loan Program

- Eligibility: All CGMA members, their spouses and dependent children.
- Determination of need: Based on Federal requirements for Federal Stafford Loans.
- Education Requirement: Half-time and full-time students as determined by Federal programs.
- Qualifying Expenses: As determined by Federal programs.
- Amount of Assistance: From \$2,625 to \$8,500 per year. \$65,500 lifetime. Loans to be provided by Federal programs. CGMA will pay associated fees for CGMA members.

Supplemental Student Loan Program. (This program ECEPlaces the current Off-duty Tuition Assistance Program.)

- Eligibility: Active Duty, Selected Reserve and Civilian Personnel
 - Determination of need: Must demonstrate financial need after receiving maximum eligible assistance through the CG Tuition Assistance Program.
 - Education Requirement: As determined by the CG to participate in the CG Tuition Assistance Program.
 - Qualifying Expenses: As determined by OMDTINST 1500.10B.
 - Amount of Assistance: Not to exceed \$700. Must ECEPay any outstanding Supplemental Student loan prior to receiving subsequent loans.
-

Continued on next page

Scholarships, Grants, and Loans,

Continued

Mutual Assistance

Vocational and Technical Training Student Loan Program

- Eligibility: All CGMA members, their spouses and dependent children.
- Determination of need: Must demonstrate financial need for assistance.
- Education Requirement: Training must be job related or lead to employment opportunities.
- Qualifying expenses: Initial cost of short-term, VA or Department of Education, approved courses.
- Amount of Assistance: Not to exceed \$1,500. Must ECEPay outstanding vocational technical loan prior to receiving subsequent loans.

Application

See the Mutual Assistance Representative at your unit for additional information.

Other Resources

High school and college guidance counselors can usually provide a wealth of information on scholarships, loans, and grants.

Additionally, many colleges have a learning resources center equipped with a guidance information database to aid the user in finding available sources of funding.

There is a publication entitled “Need a Lift” which contains information on numerous sources of scholarships. It may be obtained from the Work-Life Staff Office for your location.

SCHOLARSHIP LIST

For family members of the USN, USMC, USCG

Last Updated: 11 December 1997

For a complete listing of other possible sources of financial aid, send for "Need a Lift", The American Legion, National Emblem Sales, P. O. Box 1050, Indianapolis, IN 46206. **FREE** copies of "Need a Lift" are available in the Work-Life Staff Office, Rm 3104, CGHQ. Contact the Staff Supervisor, [LCDR Scott Lodge](#), at 1-800-872-4957, X-932 or 202-267-0186.

ADMIRAL ROLAND STUDENT LOAN PROGRAM: Dependents of service members/auxiliary/civilian employees. Commandant (G-ZMA), Admiral Roland Student Loan Program, 2100 2nd Street SW, Washington, DC 20593-0001. Due 15 March.

ALASKAN SEA SERVICE SCHOLARSHIP FUND: Applicant must be a legal resident of the State of Alaska. Alaska Sea Service Scholarship Fund, c/o U.S. Navy League Council 55-151, P.O. Box 201510, Anchorage, AK 99520-1510.

AMERICAN LOGISTICS ASSOCIATION NEW YORK CHAPTER: One dependent from each of the five uniformed services. Commanding Officer (Code N005), Naval Station New York, 355 Front Street, Staten Island, NY 10304. Due 29 March.

AMERICAN SOCIETY OF NAVAL ENGINEERS SCHOLARSHIP

PROGRAMS: Candidates must be in final one/two years of full time or coop undergraduate or one year graduate program in engineering or physical science, and U.S. Citizen. The American Society of Naval Engineers, 1452 Duke Street, Alexandria, VA 22314. (703) 836-6727.

THE ARNOLD SOBEL ENDOWMENT FUND SCHOLARSHIP Administered by the Coast Guard Foundation. Offers up to two scholarships for the school year. Dependent sons and daughters of enlisted men and women of the U. S. Coast Guard and Coast Guard Reserve on Active Duty, retired or deceased, are eligible to apply for these full-time scholarships, up to \$5,000 per year to each student. Renewed each year for four consecutive years so long as the student, in the opinion of the Committee, continues to qualify. Scholastic promise, motivation, moral character, leadership qualities, and good citizenship are the major considerations for selection. Application and qualification requirements are found in COMMANDANT INSTRUCTION 5760.9 (series). Applications must be submitted to Commandant (G-WPW-2), Attention: Mrs. Jessie Broadway, to arrive no later than 1 April.

AVIATION BOATSWAIN'S MATES ASSOCIATION SCHOLARSHIP: Dependents of members in good standing. CDR Robert Gillen (Ret), Chairman, Scholarship Committee ABMA, 13775 Paseo CeVera, San Diego, CA 92129. Due 1 July.

BLINDED VETERANS ASSOCIATION, KATHERN F. GRUBER

SCHOLARSHIP: Children/spouses of legally blinded veterans. Kathern F. Gruber Scholarship Program, Blinded Veterans Association, 477 H. Street NW, Washington, DC 20001. Due 15 April.

CAPTAIN CALIENDO COLLEGE ASSISTANCE FUND: Children of regular, reserve, retired, or deceased enlisted personnel in pay grade E-6 or below. U. S. Coast Guard Petty Officers Association, 5520 G. Hempstead Way, Springfield, VA 22151, phone: 703-941-0395. Due 1 June of each year.

COMMANDER WILLIAM STUHR SCHOLARSHIP: Senior High School Military Dependents of all services. One award of \$4,500, paid annually for 4 years. Must be a high school senior with Junior or Senior year (1st half year) average grades in top 10% of his/her class; having financial need. Must be planning to attend accredited college (no geographic limitations). Deadline: 1 February.

SCHOLARSHIP LIST, Continued

DAUGHTERS OF THE CINCINNATI SCHOLARSHIPS: Must be a daughter of Commissioned Officer in the regular Army, Navy, air Force, Coast Guard or Marines, (active, retired or deceased) and a high school senior at the time of application. Daughters of the Cincinnati, Scholarship Program, 122 East 58th Street, New York, NY 10022. Due 15 March.

EXCEPTIONAL FINANCIAL NEED (EFN) SCHOLARSHIP PROGRAM.

SCHOLARSHIPS FOR DISADVANTAGED STUDENTS (SDS) Full-time students with exceptional financial need pursuing degree in medicine, dentistry, or osteopathic medicine. Division of Student Assistance, BHP/HRSA, Student and Institutional Support Branch, Parklawn Bldg, Rm 8-34, 5600 Fishers Lane, Rockville, MD 20857. Phone: 301-443-4776.

FISHER, ZACHARY AND ELIZABETH M. ARMED SERVICES

FOUNDATION: Children of active or reserve service members. Zachary and Elizabeth Fisher, Armed Services Foundation, IntECPid Sea Air Space Museum, 12th Ave. and West 46th Street, New York, NY 10036. Due 1 February.

FLEET RESERVE ASSOCIATION SCHOLARSHIPS I, II, III, AND IV: Dependent children/spouses of members in good standing. FRA Scholarship Administrator c/o 400 Locust Street, Des Moines, IA 50398. 1-800-424-1120. Due 15 April..

FORT MEADE ARMY OFFICERS WIVES CLUB: Children of member's of the Ft. Meade Officers Wives Club in good standing. Applications accepted between the beginning of January and the end of March of each year. Scholarships awarded each April. For additional information, write Ft. Meade OWC, P. O. Box 280, Fort Meade, MD 20755, or call Julie Atterbury, 410-672-1918.

FRATERNAL ORDER UDT/SEAL EDUCATION GRANT: Sons/daughters of regular members in good standing. Chairman, Scholarship committee, Fraternal Order of UDT/SEAL, Inc., P.O. Box 5365, Virginia Beach, VA 23455. Due 15 April.

GAMEWARDENS OF VIETNAM ASSOCIATION SCHOLARSHIP FUND:

Sons/daughters of members who served with Navy River Patrol Force "Operation Game wardens", Game wardens of Vietnam Association, Inc., P.O. Box 5523, Virginia Beach, VA 23455-0523. Due 15 April.

GENERAL JOHN PAUL RATAY FUND: Widow must be an auxiliary member of the ROA. Ratay Scholarship Fund, Administrator TROA, 201 North Washington Street, Alexandria, VA 22314.

CWO JOHN A KELLER CW&WOA SCHOLARSHIP GRANT:

The CWO John A. Keller, Chief Warrant and Warrant Officers Association Scholarship Grant is established to financially assist dependent sons/daughters of members of the Chief Warrant Officer Association in good standing or who were members in good standing of the Chief Warrant and Warrant provided for an accredited institution of higher learning. Applications must be postmarked not later then 1 March and received not later then 15 March. Applications are available from Coast Guard CWOA Chapters or by writing to the Association office: Chief Warrant & Warrant Officers Association, USCG; c/o James Creek Marina, 200 V Street, SW; Washington, DC 20024-3321

LADIES AUXILIARY OF THE FLEET RESERVE ASSOCIATION: Children of members in good standing. LAFRA Scholarship Administrator, c/o 400 Locust Street, Des Moines, IA 50398. 800-424-1120. Due 15 April.

MARIANAS NAVAL OFFICERS' WIVES' CLUB SCHOLARSHIP: Children/spouses of regular/reserve Navy, Marine or Coast Guard members on active duty, retired or deceased. Scholarship Chairman, Marianas Naval Officers' Wives' Club, COMNAVMAR, Box 49, FPO AP 96630. DUE 1 April.

MARINE CORPS SCHOLARSHIP FOUNDATION, INC.: Sons and daughters of Marines and former Marines. Marine Corps Scholarship Foundation, P.O. Box 3008, Princeton, NJ 08543. Due 1 February.

Continued on next page

SCHOLARSHIP LIST, Continued

MARINE CORPS TANKERS ASSOCIATION INC. SCHOLARSHIPS: Exclusively a survivor or a dependent of a member. Phil Morell, Scholarship Chairman, Marine Corps Tankers Association Inc., 1112 Alpine Heights road, Alpine, CA 91901. Due 1 February.

MARINE OFFICERS' WIVES' CLUB OF WASHINGTON, D.C. HIGH

SCHOOL SENIOR AND SPOUSAL SCHOLARSHIP: Dependent children and spouses of officer/enlisted Marines residing or stationed within a 50-mile radius of Washington, D.C. Scholarship Chairman, Marine Officers' Wives' Club, 9418 Mt. Vernon Circle, Alexandria, VA 22309. Due 1 March.

MAYPORT NAVAL OFFICERS' WIVES' CLUB SCHOLARSHIP: Children of members previously stationed at Mayport. Scholarship, Mayport Naval Officers' Wives' Club, P.O. Box 155, Naval Station Mayport, FL 32228. Due 15 March.

"MEMBERS ONLY" MAYPORT OFFICERS' WIVES' CLUB SCHOLARSHIP:

Applicants must be current members in good standing. Officers' Wives' Club, P.O. Box 155, Naval station, Mayport, FL 32228, Attn: Ways & Means. No due date.

MILITARY ORDER OF THE PURPLE HEART (MOPH): Sons, daughters, grandchild or a member. Scholar Program, Military Order of the Purple Heart, Headquarters, 5413-B Backlick Road, Springfield, VA 22151. No due date.

NATIONAL HEALTH SERVICE CORPS (NHSC) SCHOLARSHIPS: Must be a U.S. citizens enrolled or accepted for enrollment as full-time students in accredited U. S. schools in the fields of Allopathic or Osteopathic Medicine, Dentistry, Nurse Practitioner Education, Nurse Midwifery Education and Primary Care Physician Assistant. NHSC Scholarships, 4350 East-West Hwy, 10th Floor, Bethesda, MD 20814. Phone: 301-594-4410.

NATIONAL SOCIETY DAUGHTERS OF THE AMERICAN REVOLUTION

(NSDAR): Must be a US citizen. Attend an accredited college in the U.S. Send a self-addressed stamped envelope to National Society, DART, Office of Committees-Scholarships, 1776 D Street NW, Washington, D.C. 20006-5392. Due 1 February.

NAVAL ACADEMY CLASS OF 1963 FOUNDATION SCHOLARSHIP:

Exclusively for sons/daughters of deceased members. U. S. Naval Academy, Class of 1963 Foundation, P.O. Box 6428, Annapolis, MD 21401-0428. No due date.

NAVAL ACADEMY CLASS OF 1966 FOUNDATION SCHOLARSHIP:

Exclusively for sons/daughters of deceased members. U. S. Naval Academy, Class of 1966 Foundation, P.O. Box 6428, Annapolis, MD 21401-0428. No due date.

NAVY COUNSELOR ASSOCIATION (NCA) SCHOLARSHIP FUND: Dependent children of members in good standing. Send to Navy Counselors Association, National Headquarters, P.O. Box 15413, Norfolk, VA 23511.

NAVY FEDERAL CREDIT UNION (NFCU) STUDENT LOANS: Available to NFCU members worldwide. Navy Federal Credit Union, P.O. Box 3350, Merrifield, VA 22119-2250. No due date.

NAVY LEAGUE SCHOLARSHIP GRANT: Children/spouses of current or former (including deceased members) member of U. S. Sea Services. US citizen, excellent academic record, preference for mathematics, engineering/science. Note: Additional grants for sons & daughters of personnel stationed in Subic Bay-Cubi Point (Philippines) from 1980-1992. Navy League of the United States, 2300 Wilson Blvd, Arlington, VA 22201. Due 1 June.

NAVY WIVES CLUB OF AMERICA, INC.: Dependent children of regular/reserve Navy, USMC or USCG enlisted members on active duty, retired or deceased. Navy Wives club of American Scholarship Foundation, 16015 Terry Street, Belton, MO 64012, Attn: Diana Bower. No due date.

Continued on next page

SCHOLARSHIP LIST, Continued

OCEANA OFFICERS' WIVES' CLUB SCHOLARSHIP: Children of service members residing in Tidewater area. Scholarship Chairman, Oceana Officers' Wives' Club, P.O. Box 8492, Virginia Beach, VA 23450. Due 15 April.

OPPENHEIMER SCHOLARSHIP TO CULVER MILITARY ACADEMY: Children of members who served a minimum of five years. The Oppenheimer Scholarship, Office of Admission, Culver Academies, Winter School, Culver, IN 46511. No due date.

PATUXENT RIVER CHIEF PETTY OFFICERS' WIVES' CLUB

SCHOLARSHIP: Children of members in good standing. Chief Petty Officers' Wives' Club, Scholarship Committee, P.O. Box 264, Patuxent River, MD 20670. Due 1 April.

PEARL HARBOR-HONOLULU BRANCH 46-FLEET RESERVE

SCHOLARSHIP: Children of members in good standing. Pearl Harbor-Honolulu Branch 46-Fleet Reserve Association, P.O. Box 6067, Honolulu, HI 96818-0067. Due 15 April.

PORTSMOUTH, VIRGINIA BRANCH 37-FLEET RESERVE SCHOLARSHIP:

Sons, daughters of members of Portsmouth Branch 37, in good standing, or child of deceased in good standing at time of death. Secretary Branch 37, Fleet Reserve Association, P.O. Box 7215, Portsmouth, VA 23707. (804) 484-8733. Due 15 April.

SAN DIEGO NAVAL OFFICERS' WIVES' CLUB SCHOLARSHIP: Children, spouses: member must have served tour in San Diego since 1985. Naval Officers' Wives' Club, Scholarship Committee, P.O. Box 18-2104, Coronado, CA 92118. Due 15 April.

SEABEE MEMORIAL ASSOCIATION SCHOLARSHIPS: Dependents of regular/reserve active duty, retired or deceased members who served with the Seabees or Naval Civil Engineer Corps. Chairman, Seabee Memorial Scholarship Association, Inc., Naval Facilities Engineering Command (Code OOE), 200 Stoval Street, Alexandria, VA 22332. Due 15 April.

SOCIETY OF NAVAL ARCHITECTS AND MARINE ENGINEERS (SNAME):

Society member in good standing and a US or Canadian citizen are eligible. Executive director of the Society, 601 Pavonia Avenue, Jersey City, NJ 07306. Due 1 February.

SURFLANT SCHOLARSHIP FOUNDATION: Children of members who currently serve in SURFLANT or have served a minimum of three years since January 1975. SURFLANT Scholarship Foundation, Quarters "A", Naval Amphibious Base, Little Creek, Norfolk, VA 23521. Due 15 April.

USO/ANHEUSER-BUSCH SCHOLARSHIP PROGRAM: Family members (including spouses) of active duty personnel who graduated from high school within last four years. USO World Headquarters Scholarship Program, 601 Indiana Avenue NW, Washington, DC 20004, or visit local USO. Due 1 March.

USO-METRO SCHOLARSHIP PROGRAM: Sponsored by USO-METRO, valued at \$1000.

Applicant must be an immediate family member (son, daughter, spouse only) of an active duty enlisted member of the United States Armed Forces. Active duty spouse must be based in Greater Washington/Baltimore area on 1 April 1995. Applicant must be a high school senior graduating in 1995. Selections are based on established criteria and the scholarships are limited to undergraduate studies at an accredited educational institution. Deadline: 1 April.

USO-METRO SATO TRAVEL ACADEMY SCHOLARSHIP: Sponsored by SATO

Travel, valued at \$2000. Applicant must be the spouse of an active duty enlisted service member E-5 or below as of 1 JAN 95, based (applicant and spouse) in greater Washington area (Baltimore to Quantico), a high school grad or GED equivalent, at least 17 years old, must type 30 words per minute. Upon successful completion of 9-week course or 14 week course (evenings), the awardee will receive a diploma certifying graduation from a professional travel academy. The academy will provide job placement and career counseling. Contact USO-Metro for more information at 703-696-2628.

US SUBMARINE VETERANS OF WORLD WAR II SCHOLARSHIPS: Sons, daughters of members who are or were at the time of their death, members of the US Submarine Veterans of WWII. Assistant Scholarship Director, US Submarine Veterans of WWII, Robert "Ben" Benites, 160 Lido Circle, Sacramento, CA 95826-1615, (916) 381-3255. Due 15 April.

USS LAKE CHAMPLAIN (CG-57) SCHOLARSHIP FOUNDATION: Children, spouses of members assigned in USS Lake Champlain on PCS orders since commissioning 12 Aug 1988. Scholarship Committee, Captain R.K. Martin, USN (Ret), P.O. Box 233, Keeseville, NY 12944. Due 15 April.

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SCHOLARSHIP LIST, Continued

VADM E.P. TRAVERS SCHOLARSHIP PROGRAM: Sponsored by Navy and Marine Corps Relief Society. (1) \$2,000 awarded to qualifying children of active duty members; (2) up to a \$3,000 interest free loan awarded to active duty parents to be ECEPaid by a 24-month allotment. Applications are available by contacting NMCRS, Education Program, 801 N. Randolph Street, Suite 1228, Arlington, VA 22203-1989; (703) 696-4904. Due 15 March.

VX-1 OFFICERS' WIVES' CLUB SCHOLARSHIP: Children must reside in St. Mary's Calvert, or Charles County, MD. VX-1 Officers' Wives' Club Scholarship Committee, P.O. Box 135, NAS Patuxent River, MD 20670. Due 30 April.

WOMEN IN DEFENSE HORIZONS SCHOLARSHIP FOUNDATION: Citizen enrolled in junior year or higher, including graduate level, in a curriculum leading related to the advancement of women in the National Security career field. P.O. Box 16221 Arlington VA 22215. 202-225-4775. Due 12/1 and 8/1 each year.

WOMEN MARINES ASSOCIATION (WMA): Must be sponsored by a member of the Women Marines Association. Anne Kislá, Chairman, WMA Scholarship Committee, 1955 Balmoral, Westchester, IL 60154. Due 3 March.

Chapter 13

Tuition Assistance (TA)

Introduction

A uniform policy for payment of tuition assistance (TA) for the USCG workforce for off-duty voluntary education programs was established in December 1997. **Policies governing the program are contained in Commandant Instruction 1500.24 of 9 Mar 00. The purpose of this chapter is to provide procedures to implement the policies in the Commandant Instruction.**

Discussion

The TA program is designed to assist eligible personnel in their professional development by providing funding for off-duty voluntary education courses to broaden their academic or technical background.

Tuition assistance is not intended to be used to meet unit specific operational training requirements.

Eligibility and benefits are standardized service-wide for active duty, civilian employees (funded by appropriated monies) and reserve members of team Coast Guard.

TA shall be paid up-front for traditional college coursework. Courses may be resident or remote. Distance learning courses longer than 18 weeks in length will be reimbursed upon successful completion. All courses shall be related to the USCG mission or to the individual's career and professional development.

Process

The management of the TA program was centralized at the USCG Institute in December 1997 through a consolidated tuition assistance processing system managed by the Navy.

The Institute approves the TA, inputs data into the computer system, and issues a TA authorization form. The applicant takes the TA Authorization Form to the academic institution during registration and the institution invoices for payment.

The Navy command (The Naval Education and Training Professional Development and Technology Center, NETPDTC) manages the computer database, posting of grades, and payment to the academic institutions.

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Eligibility

All members of team Coast Guard as follows:

* **Enlisted members** with 12 months remaining on their active duty contracts or Selected Reserve obligation after completion of the course. Members may execute an extension or reenlistment to meet the minimum service obligation. **Such extension will be executed prior to submitting the 4147 to the Institute. (A copy of the extension contract shall be forwarded with the 4147.)** The active duty obligation cannot be combined with the reserve obligation except as follows:

Active duty members transferring to the Reserves:

Members with a 6 year commitment (2 active - 2 selected reserve - 2 inactive reserve)

Eligible for TA for three years.

First year at active duty rate

Second year at reserve rate because the remaining obligation is reserve time

Third year at reserve rate (has one year of selected reserve obligation remaining)

Members with 8 year enlistment (4 active and 4 inactive reserve)

Eligible for TA for 3 years. If a member elects and IS ACCEPTED into the selected reserves.

* **Officers** agree not to request release, separation, retirement or termination of selected reserve status for 12 months after completing a course.

* **Civilian** employees with at least 12 months of prior, continuous government service who agree to retain employment with the federal government for 12 months after completing the course. **In those cases where the civilian employee was prior active duty or selected reserve, that time counts toward the 12 month of government service required for eligibility. Additionally, a reservist who is also a civilian employee qualifies for the higher civilian cap and needs to so indicate on the application.** Supervisors of civilian employees shall certify that the course is career related.

Tuition Assistance (TA)Error! No text of specified style in document., Continued

Dollars Payable

Level	\$ per course	\$ per fiscal year	Type member
High school	No limit	No limit	Active/Reserve/Civilian
College Courses (undergraduate and graduate)	Per semester hour - \$187.50	\$2,500 \$1,500	Active /Civilian Reserve
	Per Quarter Hour - \$125		
Vocational Technical	Per clock hour - \$12.50*		

* This correlates to the semester hour cap as 15 clock hours-equal one semester hour and 1/15th of \$187.50 equals \$12.50.

Reservists on extended active duty shall be eligible for the active duty cap if one year of obligated service remains on their contract upon completion of the course.

The established limits do not mean that the Coast Guard guarantees to pay the full amounts detailed above. Budget constraints may require further TA policy changes.

Limitations

Information on Limitations is contained in COMDTINST 1500.24. Please be aware that those members who are eligible for Chapter 30 MGIB may receive additional funding through the TA Top-Up program. See the section in Chapter 13 for additional information.

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Tuition Assistance (TA), Continued

School Selection. Courses may be taken in resident at a local college or university or via distance education.

It is preferred that institutions have regional accreditation for collegiate work as regional accreditation provides for greater transferability of credits. **Those institutions that are candidates for regional accreditation are eligible for TA.** See the Chapter on *Accreditation* for additional information.

Distance education courses will be accredited by the Distance Education and Training Council (DETC) and listed in *The DANTES Catalog of Nationally Accredited Distance Learning Programs* or *The DANTES Independent Study Catalog*.

Vocational/technical courses will be rate-related and approved by the national recognized accrediting commission.

A list of schools used most frequently is distributed annually by the USCG Institute (VE). **If the desired institution is not included on the list, provide the complete name and mailing address of the institution in block 6 of the application form.**

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Tuition Assistance (TA),

Continued

Application Procedures

APPLICANTS

Requests for TA must be submitted and approved before class registration dates.

Applications may be submitted as early as desired. Applications must be submitted in the fiscal year that the class convenes except for distance learning courses longer than 18 weeks in length. Separate applications must be submitted for courses beginning in different fiscal years.

Applicants shall read page two of CG Form 4147 prior to signing the form. Page 2 contains the *Statement of Agreement/Understanding* in which the applicant agrees to follow the established guidelines and to repay the money if the course is not satisfactorily completed.

ESOs

Counsel applicants in locating a program suited to their interests that will allow attainment of their personal and professional goals.

Advise applicants that the maximum amount of off-duty studies a person can reasonably handle is 15 clock hours a week or 270 clock hours over an 18-week term. This equates to five courses per term which is actually a very heavy load for individuals with a full-time job. Two or three courses are the norm.

The ESO's signature in block 13 signifies that the:

- (1) command approves the course
- (2) member will have adequate time to complete the course
- (3) course meets the policies and procedures contained in this manual

Interface with the USCG Institute and the academic institution as required.

Fax completed forms to: 405-954-7249. The fax machine is automatic and available 24 hours a day.

Do not call to check on the status of a request until three days after transmitting the request. When calling, have the social security number of the applicant readily available.

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Tuition Assistance (TA),

Continued

APPLICATION COMPLETION INSTRUCTIONS

Block	Action
6	Include the School Code from the <i>USCG Institute School List</i> . Distributed annually by the Institute.
7	Indicate “Yes” if this is the applicant’s last course required to receive a degree.
9	Indicate educational goal. For vocational technical indicate certificate.
11	Fill in completely. For vocational technical courses measured in clock hours indicate the number of clock hours in the column labeled “ clk ”.
12	Include the fax number where the TA authorization form is to be transmitted.
14	Does not have to be certified by PERSRU representative. The Service Record Custodian at the command may verify the information and sign the form.
15	Include the phone number of the ESO.

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Tuition Assistance (TA)

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Class Registration

The *TA Authorization Form* is issued when the course is authorized. A sample *Authorization Form* is provided as enclosure (1) of COMDTINST 1500.24. The applicant takes the authorization form to the academic institution as the time of registration. This form shows how much the USCG will pay toward the cost of the course and provides instructions for the institution to invoice for payment.

Applicants may find that the course in which they wish to enroll is full, cancelled, or otherwise not available at the time of registration. The member may select an alternate course. If the cost of the course is -

Cost	Action
Same or less	Applicant annotates the: Department Code, Course Number Course Title Cost
	Proceeds with registration
	Mails the annotated form to the address on the bottom of the form (NETPDTC)
Increases	Applicant annotates the same information on the form.
	Fax form to CGI for reauthorization.
	Receives new authorization form and proceeds with registration.

Withdrawal There is a time frame established by the institution (usually the first week or two of the term) when students may withdraw from the class without penalty. Students who officially withdraw through the institution's registrar will receive a refund of the monies paid for the class and the USCG will not be billed for the class. In this case, applicants shall:

Step	Action
1	Annotate the word "CANCEL" on the TA Authorization Form
2	Mail the form to NETPDTC at the address on the form.

Applicants who do not take the responsibility of officially withdrawing and fail the course will be required to repay the government.

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Tuition Assistance (TA),

Continued

Reimbursement

DISTANCE LEARNING (DL) COURSES.

Distance education courses where the institution allows the applicant more than 18 weeks to complete the course will be reimbursed **after the member successfully** completes the course.

Applications will be filed not later than 90-days after the course is completed. Applications received after that time will not be considered for reimbursement. . Incomplete applications will be returned unprocessed and will not provide grounds to waive the 90-day submission requirement.

To apply for reimbursement, applicants shall submit the following paperwork:

- (1) CG Form 4147
- (2) Copy of grade report
- (3) Copy of receipt showing fees paid by applicant
- (4) An extract from the institution's catalog listing tuition charges
- (5) Address where the check is to be mailed

Distance education courses where the institution requires course completion in 18 weeks or less shall be paid prior to the class convening. Documentation from the institution clearly stating that the class must be completed in 18 weeks is required and shall be submitted with CG Form 4147.

OTHER

In those rare, unusual situations where applicants are unable to submit their TA request due to mission requirements, the applicant may apply for reimbursement.

Step	Action
1	Applicant shall submit a letter to the CGI via their Commanding Officer requesting a waiver to the TA policy.
2	Submit same paperwork as that required for DL course.
2	A strong endorsement from the Commanding Officer is required for consideration. (The endorsement shall not be signed by the ESO except in those situations where the CO is the ESO.)

The only situation in which a waiver will be authorized is when it is clearly documented that the applicant's command or unit was involved in some mission, which precluded earlier submission as required by Commandant Instruction 1500.24.

Tuition Assistance (TA), Continued

In any situation, applications will be submitted within 90 days after the course is completed. Incomplete applications will be returned unprocessed and will not provide grounds to waive the 90-day submission requirement.

Grades And Certificates

The final part of the process is to submit the grade ECEPorts to the USCG Liaison at NETPDTC to be entered into the database. The grade ECEPort will be mailed to:

Commanding Officer
NETPDTC N8115 (USCG Group)
6490 Sauflley Field Road
Pensacola, FL 32509-5241

Grade reports shall not be faxed as fax copies may not be legible. The institution may report the grades but the applicant is ultimately responsible for ensuring the grades are submitted. Posting of grades is critical. Certain actions are based on the grade reports.

Grades not posted in	Action
60 days after course completion	Applicant is locked out of TA system until grades are posted.
	NETPDTC sends letter to the applicant
90 days after course completion	NETPDTC sends letter to the applicant's commanding officer
120 days after course completion	Collection actions will be initiated.

Non- Completion

Individuals who receive an "I" in a course shall have six months from the term-end date to finish course requirements and receive a passing grade.

When the applicant does not complete the class or receives a failing grade the member shall repay the amount paid by the USCG as soon as possible and not later than 60 days after the course completion date.

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Tuition Assistance (TA)

Continued

Debt Resolution

Applicants shall resolve their indebtedness to the government as soon as possible. Monies that are repaid are returned to the USCG account and reallocated.

The check or money order shall be payable to the US Treasury and mailed to:
Commanding Officer
NETPDTC N8115 (USCG Group)
6490 Saufley Field Road
Pensacola, FL 32509-5241

A sample debt resolution letter is provided enclosure (6) of COMDTINST 1500.24.

Discharge

An individual who is discharged prior to completing the one-year of obligated service shall **repay** all costs incurred by the Coast Guard.

Exceptions are those individuals who:

- * are involuntarily discharged for reason of Convenience of the Government in connection with a reduction in force;
- * are separated or retired by reason of physical disability, illness, injury, or other impairment incurred in the line of duty and not due to misconduct;
- * receive a hardship discharge.

Resources

USCG Institute

Organization/Office	Phone Number	Authorized User
TA Program Manager	405-954-7236	ESO
TA Hotline	888-532-8257	Students
Fax*	405-954-7249	
Homepage	http://www.uscg.mil/hq/cgi	Workstation III
VE Department Head	405-954-7239	ESO

Please do not call to verify receipt of fax OR mail a copy of the document..

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Tuition Assistance (TA), Continued

Resources

. NETPDTC /USCG Liaison

Organization/Office	Phone Number	Authorized User
USCG Liaison	850-452-1293	ESO/Students/ ** Institutional Personnel
Fax ~	850-451-1149	
Mailing Address Commanding Officer NETPDTC N8115 (USCG Group) 6490 Saufley Field Road Pensacola, FL 32509- 5241		

** ESOs and/or institutional representatives may call concerning payment to institutions. ESOs and/or students may call concerning receipt of grades.

~ Do not fax grade reports if content is lightly printed or otherwise unclear.

Chapter 14

Veterans Administration Educational Programs

The Montgomery GI Bill (Chapter 30)

Eligibility

Members who entered active duty after 30 June 85 were automatically enrolled in the program.

Those who entered between 01 January 77 and 30 June 85 (VEAP era), had a break in service and returned to active duty after 30 June 85 are NOT eligible to participate.

Members who graduated from the Coast Guard Academy, other Service Academy, or any other government funded scholarship program (MORE, PA, etc) thereby receiving a commission are NOT eligible.

During FY-96, Congress allowed members with an active VEAP account (at least \$25 in their account at the time the legislation was passed), to convert their educational benefit program to the Montgomery GI Bill. All eligible personnel were notified and provided the opportunity to withdraw their contribution from VEAP and invest it in the Montgomery GI Bill Program. Those who did not meet the criterion established were not eligible to participate.

During FY-01, Congress allowed members with no money in their VEAP account to convert to the MGIB. Procedures are as follows:

- ❑ **Election by October 31,2001 to make the election.**
- ❑ **18 months from the date of election to pay \$2,700**
- ❑ **May not receive MGIB benefits until the full \$2,700 is paid.**

Members cannot receive VEAP benefits once the MGIB election has been made and the MGIB benefits are not payable until the \$2,700 has been paid. Therefore, the election and payment of the \$2,700 must be carefully timed to avoid a lapse in benefits.

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The Montgomery GI Bill (Chapter 30), Continued

APPLICATION PROCESS:

Complete DD Form 2366

Complete HRSIC Form 2041 or provide a check or money order to pay the \$2,700 enrollment fee.

Complete VA Form 24-5281 (Must currently have monies on deposit in the VEAP program.)

All elections must be made by 30 October 2001. Members electing MGIB coverage must make a nonrefundable payroll deduction or lump sum payment of \$2,700 within 18 months after completing the DD Form 2366.

Contribution

Members agree to an automatic monthly pay reduction of \$100 per month for 12 months. Members electing not to participate must complete DD Form 2366 within the first two weeks of active duty. The decision to participate or not to participate is final and irrevocable.

Benefits

Benefits may be used in-service after completing two years of active duty, for those who have a high school diploma or its equivalency (**or 12 semester hours of college credit.**)

To use the funds after active duty, members must remain on active duty for at least three years, or serve two years active duty followed by serving in the Selected Reserve to fulfill a six-year obligation.

Continued on next page

The Montgomery GI Bill (Chapter 30), Continued

Personnel medically discharged from active duty with less than 24 months served will be eligible for MGIB benefits for the same number of months served. Members have 10 years after their discharge/retirement date to use their benefits. Most members are entitled to 36 months of benefits.

At the present authorized rate of \$528 per month, the participant will receive \$19,008 in benefits for the initial \$1,200 contribution. The amount payable for those completing more than two years depends on how many courses are being taken. Details follow:

Training Time	Semester Hours	Quarter Hours	Amount
Full time	12 or more	18 or more	\$650 mthly
$\frac{3}{4}$ time	9 to 11	13 to 17	\$487.50 mthly
$\frac{1}{2}$ time	4 to 8	5 to 12	\$325 mthly

Less than one-half time – tuition and fees will not exceed the rate of \$325 for less than half-time but more than one quarter-time and \$162.50 for one quarter-time.

Apprenticeship & On-the-Job Training	Benefit Amount
First 6 months of training	\$487.50 mthly
Second 6 months	\$357.50 mthly
After the first 12 months	\$227.50 mthly

The amount payable to those serving a two year obligation is about \$100 less per month.

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The Montgomery GI Bill (Chapter 30), Continued

TOP-UP Public Law 106-398 authorized the Veterans Administration to pay the member's 25% of course costs not paid through Tuition Assistance. This program is known as Tuition Assistance Top-up or Top-off.

Eligibility: To be eligible there are two requirements:

1. Eligible to receive Chapter 30 (Montgomery GI Bill) benefits. This means that a person must meet the chapter 30 basic eligibility requirements and be either a veteran or have served at least 24 months of active duty.

2. Receive Tuition Assistance from the Military (Coast Guard). The person must receive TA from his or her military component for the course or courses for which he or she is claiming Top-up. Any course for which TA is approved by the USCG Institute is approved for Top-up payments..

The Tuition Assistance Top-up benefit is available for terms that begin on or after October 30, 2000. The Top-up program is not available to reservists who are covered by Chapter 1606. Tuition Assistance Top-up is not additional Tuition Assistance. It is a Chapter 30 benefit. The payment is made to the individual claimant, not to the institution. It is made in one lump-sum payment.

Limits The top-up benefit is payable for 36 months of courses. This is separate from months of basic entitlement to chapter 30 benefit payments. Chapter 30 basic months of entitlement are not affected by Top-up payments. Top-up "entitlement" is not adjusted by training time. If Top-up payment is made for a course, the Top-up entitlement is reduced by the length of the course regardless of the amount of the Top-up payment. For example, if the course is 3 months long, the Top-up entitlement charge is 3 months, whether the amount of payment is \$1950 or \$450. The claimant would, however, still have 36 months of entitlement for "regular" chapter 30 benefits.

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The Montgomery GI Bill (Chapter 30), Continued

MGIB RATE REDUCTION:

If TA Top-up has been paid, the full-time monthly rate of MGIB benefits to which the individual would normally be entitled is subsequently reduced by the dollar amount of the total Top-up payment divided by 36. For example, if a person would normally be entitled to a full-time rate of \$650 per month received a total of \$3600 in Top-up benefits, the person's full-time monthly rate would be reduced by \$100 per month to \$550 for his or her subsequent enrollments, whether as an in-service or veteran claimant.

Previous duplication of benefit provisions still apply to TA and MGIB benefits. A person cannot receive "normal" MGIB monthly benefits for the same course for which TA is received. Therefore, the VA cannot award MGIB benefits and pay Tuition Assistance Top-up for the SAME course.

Application procedures

ORIGINAL CLAIMS. Top-up can only be paid to persons who are eligible to receive chapter 30 benefits.

Students who have NOT previously filed a claim for MGIB should do the following:

- ❑ Request a request for TA to the CG Institute. Submit CG Form 4147 via the Education Services Officer at least three weeks prior to the start date of the class.
- ❑ File the TA approval form along with VA Form 22-1990. This form is available from the VA Internet site at <http://www.vba.va.gov/pubs/educationforms>.
- ❑ Indicate Top-up on the 22-1990 in item 1A under the MGIB-Active Duty block.

Students who have previously filed a claim for MGIB should simply submit their signed TA approval form.

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Veterans' Education Assistance Program (VEAP)

Eligibility

Entered active duty between 01 JAN 77 and 30 JUN 85.

The only exceptions are those who signed up for delayed enlistment prior to 31 DEC 76 and entered on active duty no later than 01 JAN 78.

During FY-96, Congress allowed members with an active VEAP account (at least \$25 in their account at the time the legislation was passed), to convert their educational benefit program to the Montgomery GI Bill. All eligible personnel were notified and provided the opportunity to withdraw their contribution from VEAP and invest it in the Montgomery GI Bill Program. Those who did not meet the criterion established were not eligible to participate.

Contribution

To participate in this program, members made contributions between \$25 and \$100 per month for a minimum of 12 months, not to exceed a total of \$2,700. The government matched the contribution: two dollars for every one-dollar contributed. Those who contributed the maximum amount were eligible to receive a total benefit of \$8,100 in educational benefits.

Termination

This program ended on 01 APR 87.

Benefits

Members had 10 years after their discharge/retirement date to use their benefits.

The maximum monthly benefit received is \$300 per month for a full-time student (12 or more semester hours of course work).

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Vietnam Era GI Bill (Chapter 34)

Eligibility

Personnel who entered active duty prior to 1 January 77 and remained on active duty through 1 July 88 are automatically eligible for Montgomery GI Bill benefits PLUS a portion of the member's remaining old GI Bill benefits.

Other eligible members are those who entered prior to 1978 and re-entered active duty on or before the period of 19 October 84 to 30 June 85 and remained on active duty for 36 months after 30 June 85, unless separated for the convenience of the Government after 1 January 88.

Benefits

The number of months of educational assistance to which an individual is entitled under the MGIB may not exceed the number of months remaining under the member's Vietnam Era GI Bill on 31 December 89, or 36 months, whichever is less.

Training Time	Semester Hours	Mthly Rate No Dependents	Mthly Rate 1 Dependent	Mthly Rate 2 Dependents	Each Additional Dependent
Full	12 plus	\$838	\$874	\$905	\$16.00
$\frac{3}{4}$	9 to 11	\$629	\$655.50	\$679	\$12
$\frac{1}{2}$	4 to 8	\$419	\$437	\$452.50	\$8.50
$\frac{1}{4}$	1 to 3	Not to	exceed	209.50	

Apprenticeship Training Time	Mthly Rate No Dependents	Mthly Rate 1 Dependent	Mthly Rate 2 Dependents	Each Additional Dependent
First 6 months	\$590.25	\$602.63	\$613.50	\$5.25
Second 6 mths	\$413.88	\$423.23	\$430.93	\$3.85
Third 6 months	\$251.30	\$257.43	\$262.15	\$2.45
Remainder	\$239.40	\$245.18	\$250.43	\$2.45

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Montgomery GI Bill – Selected Reserve (Chapter 1606)

Eligibility

To qualify for this program, members will:

1. Have a six-year obligation to serve in the Selected Reserve. Officers, must agree to serve six years in addition to the current obligation.
2. Complete Initial Active Duty for Training (IADT).
 1. Meet the requirements to receive a high school diploma or equivalency certificate before completion of IADT.
 2. Serve in a drilling Selected Reserve unit and remain in good standing.

Benefits

Members may be entitled to receive up to 36 months of education benefits. A maximum of 48 months of benefits may be received if members are eligible for more than one VA education program.

Following monthly rates for periods of school attendance or training apply:

Training Time	Semester Hours	Quarter Hours	Monthly Rate
Full	12 or more	18 or more	\$263
$\frac{3}{4}$	9 to 11	13 to 17	\$197
$\frac{1}{2}$	4 to 8	5 to 12	\$131
Less than $\frac{1}{2}$			\$65.75

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Montgomery GI Bill – Selected Reserve (Chapter 1606)

Apprenticeship and On-the-Job Training	Monthly Rate
First Six months	\$197.25
Second Six Months	\$144.65
Remainder of the Program	\$92.05

Length

If you stay in the Selected Reserve, benefits end 10 years from the date you become eligible for the program.

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Tips for Activating GI Bill Benefits

Application

To access any VA educational benefit, members must submit VA Form 22-1990 to the regional VA office with jurisdiction over the state where the applicant is located. Most large academic institutions have an office that handles veteran's affairs.

The form is also available on line at:
<http://www.va.gov/pubs/educationforms.htm>

Regional Offices

DVA processing of benefits is handled by four regional offices. Use the information in the following charts to locate the appropriate DVA office.

Eastern Region

VA Regional Office	Connecticut	Massachusetts	Rhode Island
Federal Building	Delaware	New Hampshire	Vermont
111 West Huron St	District of Columbia	New Jersey	Virginia
Buffalo, NY	Maine	New York	West Virginia
14202-2368	Maryland	Ohio	
		Pennsylvania	

Southern Region

VA Regional Office	Alabama	Louisiana	South Carolina
1700 Clairemont Rd	Arkansas	Mississippi	Tennessee
Decatur, GA	Florida	North Carolina	
30033	Georgia	Puerto Rico	

Central Region

VA Regional Office	Colorado	Kentucky	Nebraska
400 South 18th St	Illinois	Michigan	North Dakota
St Louis, MO	Indiana	Minnesota	South Dakota
63103-2676	Iowa	Missouri	Wisconsin
	Kansas	Montana	Wyoming

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Tips for Activating GI Bill Benefits

Western Region

VA Regional Office	Alaska	New Mexico	Philippines
Federal Building	Arizona	Nevada	Texas
125 S Main St	California	Oklahoma	Utah
Muskogee, OK	Hawaii	Oregon	Washington
74401-7025	Idaho		

Resources

DVA web site: <http://www.va.gov/education/benefits.htm>

Phone: 1-888-GI-Bill 1 (1-888-442-4551)

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MGIB Enrollment for Members being Involuntarily Separated

Background

The National Defense Authorization Act for FY95 authorized the Coast Guard to offer certain members being involuntarily separated from active duty an opportunity to participate in the MGIB program who were otherwise ineligible, such as those who:

- * entered active duty during the time VEAP was in effect
(1 January 77 to 30 June 85)
- * initially disenrolled from the MBIG when first entered on active duty
- * graduated from a federally sponsored scholarship program
(USCG Academy, MORE, etc.)

Members in the first category who contributed to VEAP must contact the regional DVA office to submit an application for a refund of their VEAP investment. Members who wait until off active duty will effectively lose the opportunity to convert from the VEAP program to the MGIB program.

Process

Commanding Officers and Officers-in-Charge will ensure members being involuntarily separated who meet the foregoing eligibility criteria either enroll or sign a Page 7 declining enrollment.

To enroll, members must submit a \$1,200 lump-sum payment and evidence of eligibility to the Pay and Personnel Center prior to separation. This payment is non-refundable and may be paid by:

- * personal check, money order, or certified check to:

Commanding Officer (DC)
USCG Pay and Personnel Center
444 Quincy Street
Topeka, KS 66683-3591

- * credit card (Master Card or Visa) by calling 913- 295-2912, 2913, 2914, with authorization for the lump-sum payment.

These members must enroll prior to departing active duty, but no benefits may be received until after separation.

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Refund to Survivors

Background

Survivors of MGIB participants who die while serving on active duty may be eligible for a death benefit provision.

A death benefit payment equal to the amount of the deceased member's MGIB reductions in pay, less any benefits previously paid to the member, may be paid in the following order:

- * beneficiary designated on the member's Servicemember's Group Life Insurance policy
- * surviving spouse
- * surviving children (in equal shares)
- * surviving parents (in equal shares)

Process

Survivors must apply for the death benefits. Contact –

Department of Veterans Affairs Regional Office
400 South 18th St
St. Louis, MO 63103-2676
